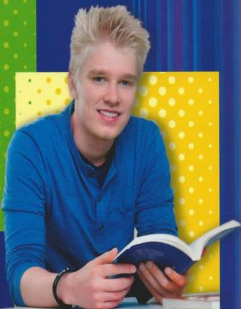


CPE

Use of English

Student's Book

Virginia Evans



Express Publishing

UNIT 1a Grammar: Tenses

PRESENT

Present Simple	Present Continuous	Present Perfect	Present Perfect Continuous
habitual actions or permanent states <i>He goes swimming every day.</i> <i>She works in a bank.</i>	repeated actions with always, forever, constantly (often to show annoyance) <i>You're always leaving the cap off the toothpaste.</i>	recently completed actions <i>She has just painted her room.</i>	past actions producing visible results in the present <i>She has been painting her room. (It smells of paint.)</i>
arranged future actions (timetables, programmes, etc) <i>The match begins at 8:30 next Monday evening.</i>	actions in progress/temporary actions <i>He's sleeping at the moment.</i> <i>They're hunting for a flat.</i>	actions beginning in the past and continuing up to the present, focusing on the result <i>He has written three books.</i>	an action beginning in the past and continuing up to the present, focusing on the action especially with for or since <i>She has been waiting for two hours but there's still no sign of him.</i>
laws of nature/scientific facts and instructions <i>Ice melts when heated.</i> <i>First you chop the meat, then you fry it.</i>	fixed arrangements for the near future <i>They are going on an excursion tomorrow.</i>	indefinite past actions or experiences <i>She has seen this film.</i> <i>(We do not know when.)</i> <i>I've been to Berlin twice.</i>	action showing annoyance, irritation or surprise <i>What have you been doing to my computer?</i>
dramatic narration <i>The lights go out and a figure tears out of the villa.</i>	current trends and developments <i>Oil prices are rising at present.</i>	repeated actions still continuing <i>He has worked as a teacher for four years. (He is still a teacher.)</i>	
Time Expressions: <i>usually, often, always, every day, in the morning, on Mondays etc</i>	Time Expressions: <i>now, at present, at the moment, these days, still, today, tonight, nowadays etc</i>	Time Expressions: <i>since, yet, for, already, just, ever, so far, recently, lately, still, how long etc</i>	Time Expressions: <i>for, since, how long, lately, recently etc</i>

Stative verbs describe a state and do not have continuous forms. These include verbs related to:

senses	see, hear, smell, feel, taste
thinking	think, agree, believe, consider, doubt, feel (= think) etc
emotion & feeling	forgive, hate, loathe, like, dislike, love, mind, wish etc
other	appear/seem, be, belong, have (= possess), keep (= continue), matter, owe, possess/own etc

Notes

- Verbs of the senses can have continuous forms, but then there's a change in meaning.
I'm seeing my dentist tomorrow. (= a prior arrangement) BUT Do you see those birds? (ability to see)
- The verbs **think**, **consider** and **expect** can have continuous forms when they refer to an activity.
Be quiet, please! I'm thinking. BUT I think you are wrong. (= I believe)
- Have** can have continuous forms in certain expressions such as: **have a bath, have a nap, have fun, have a good time** etc.
We were having a good time at the party when the fire broke out.
BUT *Since you have his phone number, you can call him. (= possess)*

1 Put the verbs in brackets into the appropriate present tense.

- 0 Our firm **is launching** (launch) two new products next week.
- 1 "Why (he/leave)?"
"Because he (play) football at 6:30 this evening."
- 2 Dancers at the ballet school (rehearse) for the performance since last November.
- 3 You (not/really/think) I'll eat this stew! It (smell) awful!
- 4 I (try) to complete that jigsaw for over three months now!
- 5 "Why (you/feel) Annie's forehead?"
"I (think) she's got a temperature."
- 6 The place looks like a bomb site! What (do) all day?
- 7 Come on John! You (know) me since high school! You (not/really/believe) I would do such a terrible thing.
- 8 The opposition party (appear) to be making ground in the opinion polls.
- 9 Randall (kick) the ball into the net and it (be) a goal!

HAS BEEN TO / HAS BEEN IN / HAS GONE TO

He **has been** to Berlin.

(= He has gone and come back.)

He **has been** in Buenos Aires for

a year. (= He lives there.)

He **has gone** to Toledo.

(= He hasn't come back yet.)

2 Fill in the blanks with *have been to*, *have been in* or *have gone to* in their correct form.

- 0 I **have been to** Cambodia three times.
- 1 Mrs Bates Cologne.
She won't be back for at least three weeks.
- 2 Nick Wales
for three years now, studying for his degree.
- 3 Why don't you ask Clare about the tropics?
She Thailand.
- 4 He visit
his father. I'm afraid you've just missed him.

3 Put the verbs in brackets into the Present Simple or Present Continuous.

Terry Poole 0 **is** (be) an engineer who 1)
(work) for an international aid organisation. Although he
normally 2) (work) in
Indonesia, at present he 3)
(supervise) a project in Rwanda which
4) (involve) the co-ordination of
local people, aid workers and engineers like himself.
Although he 5)
(enjoy) the experience, he 6)
(doubt) the project will be finished soon.

4 Put the verbs in brackets into the Present Perfect or Present Perfect Continuous.

Stonehenge 0) **has been** (be) the subject of
archaeological debate for many years. No one
1) (yet/explain)
satisfactorily why or how it was built, although teams of
experts 2)
(excavate) the site for years and a team of American
scientists 3)
(recently/start) working in the area with sophisticated
new equipment. Popular theories 4)
..... (suggest) that Stonehenge was built as
a temple, but no one 5)
(manage) to work out how the stones were transported
there. A group of students from Bangor University
6) (discuss)
the possibility of re-enacting the journey from Wales,
where such stones are to be found, overland to
Stonehenge, and sponsors 7)
..... (come) forward with offers of
financial assistance. The British Museum
8) (also/announce) a
forthcoming exhibition of artefacts from the
Stonehenge period, which they 9)
..... (gather) over the
last five years from all over Northern Europe.

FUTURE FORMS

will/shall	be going to	Future Continuous	Future Perfect		
<p>predictions, offers, promises, requests, suggestions</p> <p>Will you help me with the dishes?</p> <p>Shall I get you some coffee?</p>	<p>intentions</p> <p><i>I know my clothes are dirty. I'm going to wash them tomorrow.</i></p>	<p>actions in progress at a certain time in the future</p> <p><i>I'll be flying to Paris this time tomorrow.</i></p>	<p>actions finished before a certain future time, usually with before, by, by then, by the time, until/till</p> <p><i>By the end of July he will have been in Athens for two months.</i></p>		
<p>on-the-spot decisions</p> <p>"Your clothes are dirty." "Are they? I'll wash them."</p>	<p>planned actions</p> <p><i>She's going to take her driving test next month.</i></p>	<p>logical assumptions about sb's actions in the present</p> <p><i>He will be sleeping now. (It's midnight.)</i></p>	<p>logical assumptions about sb's actions</p> <p><i>He will have gone to sleep by now.</i></p>		
<p>opinions, hopes, fears, especially with think, expect, suppose, imagine, fear etc</p> <p><i>I think he'll pass the test.</i></p>	<p>possible action seen in the future as a result of sth else</p> <p><i>He doesn't know how to light a fire. He's going to burn himself.</i></p>	<p>previously planned actions (instead of Present Continuous)</p> <p><i>I'll be seeing Sam tonight. Would you like me to tell him the news?</i></p>	<th>Future Perfect Continuous</th> <td> <p>an action up to a certain time in the future, emphasising the continuity, usually with by ... for</p> <p><i>By next Sunday, they will have been living here for two weeks.</i></p> </td>	Future Perfect Continuous	<p>an action up to a certain time in the future, emphasising the continuity, usually with by ... for</p> <p><i>By next Sunday, they will have been living here for two weeks.</i></p>
<p>Time Expressions: tomorrow, the day after tomorrow, tonight, soon, next week/month/year, in a week/month/year etc</p>		<p>Note by/before are used with Future Perfect in affirmative sentences; until is used in negative sentences</p> <p><i>She will have cleaned the house by 6 o'clock. She won't have cleaned the house until 6 o'clock.</i></p>			

OTHER WAYS OF EXPRESSING THE FUTURE

be + to-infinitive (future plans, instructions)
*The meeting **is to take place** on Wednesday.
 You **are not to leave** the premises until 17:00.*

be about + to-infinitive/be on the point of + gerund
 (immediate future)
*They **are about to leave**.
 They **are on the point of leaving**.*

CONVERSATIONAL GRAMMAR

5 Choose the correct item.

- 0 "Any news from Tess?"
 "Yes. She tomorrow on the 9:15 train."
 A will have been arriving C arriving
 B will have arrived (D) arrives
- 1 "I suppose your report isn't ready yet."
 "Don't worry. I it by tomorrow."
 A will have been finishing C am finishing
 B will be finishing D will have finished
- 2 "So, are you coming along, after all?"
 "Well, I don't know. What time?"
 A you're leaving C will you leave
 B will you be leaving D do you leave
- 3 "I've called Eddie a half dozen times but he won't answer the phone."
 "Try once more. He"
 A will sleep C will be sleeping
 B sleeps D is to be sleeping
- 4 "Well, I first came here last June."
 "So by the end of May you with us for almost a year."
 A will have been working C are to work
 B are going to have worked D will work
- 5 "Shall I call Mr Simpson?"
 "I think he now."
 A will be working C is to work
 B is going to work D will work
- 6 "Is Nigel still here?"
 "Yes, but hurry up, he is just"
 A about to leave C to be leaving
 B about leaving D to leave
- 7 "Do you know it's Maggie's birthday today?"
 "Yes, she a party tonight."
 A has C is to have
 B is having D will have
- 8 "Doesn't she feel nervous about having to teach that class?"
 "I shouldn't think so as she's such an experienced teacher. By May she teaching for fifteen years."
 A is going to be C will have been
 B has been D is to be

6 Put the verbs in brackets into an appropriate present or future form.

"If I 0) *am* (be) re-elected, I 1) (give) you my word that the first issues I 2) (tackle) are those of the environment and education. As of next month, I 3) (serve) my country in a public capacity for 6 years; I 4) (hope) to continue for at least as many more. While the general attitude 5) (seem) to be that things in this country 6) (go) from bad to worse, I believe that by the end of my next term of office, we 7) (be/able) to look back and count the improvements that have been made. In fact, I am so confident that if this 8) (not/be) the case, I 9) (never/make) another promise in my life. But I firmly believe that these 10) (be) years of positive change and dramatic improvements."

7 Fill in *will* or *be going to*.

- 0 A: I'm going to start learning Chinese.
 B: Are you? *Will* you let me know what it's like as I'd like to have a go too?
- 1 A: Sheila have an operation next Tuesday.
 B: If you tell me which hospital she'll be in, I'll go and visit her.
- 2 A: I have to be at work by 8:30.
 B: But it's nearly 8:00. You be late.
- 3 A: I'm sure I pass the course this time.
 B: I hope you do. You've worked really hard this term.
- 4 A: Look at those clouds. It's definitely going to rain.
 B: Is it? I bring the chairs in from the garden, then.
- 5 A: So, are you ready to go?
 B: I've told you a thousand times! I come.
- 6 A: If you buy the flowers, I'll get some chocolates.
 B: OK, but get a move on or we be late.

PAST

Past Simple	Past Continuous	Past Perfect	Past Perfect Continuous
actions completed in the past when there is direct or indirect time reference <i>He left an hour ago.</i> (direct time reference) <i>She phoned before the boss came.</i> (indirect time reference)	past actions in progress/ at a given point in time <i>She was still working at eight o'clock yesterday evening.</i>	past action which happened before another past action <i>She had already typed all the letters before her boss arrived.</i>	a longer past action which continued up to another past action <i>She had been cooking all day long when Tom came home with some fish and chips.</i>
past habitual actions <i>He travelled/used to travel a lot when he was young.</i>	past action in progress interrupted by another action <i>She was leaving when the phone rang.</i>	as the past equivalent of the Present Perfect Compare: <i>Bob had always dreamed of being in a musical, but he never got the chance.</i> <i>Tom has always dreamed of being in a musical; he might make it one day.</i>	actions producing visible results in the past <i>She was covered in paint because she had been painting her room.</i>
past actions happening one after the other <i>He stood up, picked up his briefcase and left the office.</i>	simultaneous past actions <i>While Jane was getting dressed, Tom was enjoying his drink.</i>		
past actions which won't be repeated <i>Marilyn Monroe starred in "The Seven Year Itch".</i>	polite inquiries <i>I was wondering if you could help me.</i>		
Time Expressions: yesterday, then, when, ago, How long ago ...?, last night/week/year etc	Time Expressions: while, when, as, all morning/evening, day, night etc	Time Expressions: before, after, already, just, for, since, till/until, by the time, never etc	Time Expressions: for, since, how long, before, until etc

USED TO / GET USED TO / WOULD

used to + infinitive (past habitual action/state)	<i>This theatre used to be a hospital.</i> <i>He used to work till late at night. (He doesn't anymore.)</i>
be/get used to + gerund/noun (habitual action)	<i>She isn't used to driving on the left.</i> <i>I haven't got used to living abroad yet.</i>
would (repeated past action and routine)	<i>When I was at my grandparents' cottage, I would wake up early and go for a ride.</i>

8 Put the verbs in brackets into an appropriate past tense.

- 0 He *walked* (**walk**) to the front of the stage, *took* (**take**) a bow and *waved* (**wave**) to the audience.
- 1 Her clothes were soaked because she (**walk**) in the rain.
- 2 We (**not/enjoy**) the play so we (**leave**) early.
- 3 While you (**sleep**) Joan (**try**) hard to finish her dissertation.
- 4 Susan and Tom (**meet**) when they (**study**) in Edinburgh 20 years ago.
- 5 In June 1979 they (**still/build**) this shopping centre.
- 6 They (**walk**) to the water's edge, (**wade**) in and (**swim**) to the other side.
- 7 While the soldiers (**advance**), they did not realise that the enemy (**plan**) a surprise attack.
- 8 The politician (**already/finish**) his speech by the time the TV reporter (**arrive**).
- 9 By the time Monica (**get**) to the library, Elena (**already/do**) all the research.

CONVERSATIONAL GRAMMAR

9 Choose the correct item.

- 0 "Where's Christine?"
"I don't know; she the office fifteen minutes ago."
(A) left C has left
B had left D had been leaving
- 1 "Why didn't Madeline show up at the party last night?"
"When I called her at 11:00, she"
A was still studying C would still study
B had still been studying D still studied
- 2 Did you know that Oscar Wilde in Paris during his final years?
A has been living C had been living
B had lived D lived

- 3 "You're looking miserable."
"I on my thesis when my computer suddenly crashed."
A was working C would work
B used to work D have been working
- 4 "Did you hear the rain last night?"
"Yes, it all night."
A had been pouring C has poured
B was pouring D was poured
- 5 "Can't we just order a nice bit of cod?"
"Don't be ridiculous! We all this way to eat fish and chips."
A haven't been coming C aren't coming
B haven't come D hadn't come
- 6 "I love your car."
"This old thing? We it for fifteen years."
A had had C have had
B have been having D used to have
- 7 "What's wrong with Robert?"
"I don't know. He up, slammed the door and stormed out of the building."
A got C was getting
B has got D had got
- 8 "Mary is having difficulty fitting in."
"Well, I guess she to this type of work."
A didn't use C doesn't get used
B isn't used D hasn't been used
- 9 "Every Christmas Eve all the family the tree together."
A would have decorated C had been decorating
B would decorate D used to decorating
- 10 When I lived downtown, I to the cinema almost every night.
A was going C have been going
B went D had been going
- 11 Sue from a severe bout of flu at the time.
A recovered C would recover
B used to recover D was recovering
- 12 "How's Peter doing?"
"I don't know. I from him for months."
A have to hear C haven't heard
B didn't hear D don't hear
- 13 "Ted is so inconsiderate."
"What you say that, George?"
A is making C makes
B was making D had made

1a Grammar: Tenses

10 Put the verbs in brackets into the appropriate past tense.

If it **0** *hadn't been* (not/be) for Louis, Joan's trip to Paris **1** (be) a complete disaster. She **2** (not/meet) him before, but she **3** (be) certainly glad that she had by the end of her stay. The first thing that **4** (happen) was that the hotel where she **5** (plan) to stay **6** (not/receive) her booking, so they had no room for her. Then, as she **7** (try) to get a taxi to take her to another hotel, someone on a motorbike **8** (snatch) her bag with all her tickets and credit cards in it. As her French **9** (be) quite rusty, she **10** (not/know) how to explain what **11** (happen). It was then that Louis **12** (approach) her and **13** (introduce) himself.

CONVERSATIONAL GRAMMAR

11 Choose the correct item.

- 0** "Tina is still looking for a decent flat."
"How long?"
A was she looking **C** had she looked
B is she looking **D** has she been looking
- 1** "Has Paul come to terms with his examination results?"
"Yes. He the fact that he'll have to resit."
A had accepted **C** accepted
B has accepted **D** has been accepting
- 2** "Did you really have an awful time at the Jordans?"
"Yes. I I'll ever visit them again."
A don't think **C** won't be thinking
B am not thinking **D** think not
- 3** Gerald just can't working shifts.
A used to **C** get used to
B be used **D** used to be
- 4** Alison feels healthier and fitter than she
A had **C** were
B would **D** used to

- 5** "Will you with the audio-video equipment by 12:30 pm?"
"Possibly, but I'll let you know beforehand."

A finish **C** be finishing
B finished **D** have finished

- 6** "George is in hospital."

"Yes, I've heard he good progress."
A makes **C** will make
B is making **D** would make

- 7** "I'm getting my work permit next week."

"It's about time. You here for two months by then."

A are **C** will have been
B will be **D** have been

- 8** "How do you like your sushi?"

"Well, it's really different. It's the first time I Japanese food."

A have eaten **C** am eating
B eat **D** have been eating

- 9** "Wasn't sacking Mary rather harsh on his part?"

"Not really; he her several times in the past."

A had warned **C** warns
B was warning **D** will warn

- 10** "Where's Jonathan?"

"He to the travel agent's."

A has been **C** has been going
B has gone **D** had gone

COLLOCATIONS

12 Complete the expressions with words from the list below.

• flout • devour • imitate • mow • raze
• concede • squirm • interrupt • heal

- 0** to *squirm* with embarrassment
1 to a wound
2 to defeat
3 to a meal
4 to a city
5 to the grass
6 to a speech
7 to the law
8 to sb's behaviour

STRUCTURAL CONVERSION

- 1 I've **never** been given such a nice present before.
It's the nicest present I've **ever** been given.
- 2 He's **never** flown before.
It's the **first time** he's (ever) flown.
- 3 It's/It's **been** a long time **since** he visited us.
He **hasn't** visited us **for** a long time.
- 4 When did you leave school?
How long **ago** did you leave school?
How long **is it since** you left school?
- 5 The last time I saw her was a month **ago**.
I **haven't** seen her for a month.
- 6 He **joined** the golf club ten months **ago**.
He **has been** a member of the golf club **for** ten months.
- 7 It's a month **since** she moved to Austria.
She **moved** to Austria a month **ago**.
- 8 She **started** English lessons a year **ago**.
She **has been taking/having** English lessons **for** a year.
It's a year **since** she started taking/having English lessons.
- 9 **Having had** dinner, I went to bed.
After having dinner, I went to bed.
After I **had had** dinner, I went to bed.
- 10 I **think** there will be a war soon.
In my **opinion**, there is going to be a war soon.
If you ask me, there's bound to be a war soon.
In my **estimation**, war is imminent.
- 11 I **don't believe** that he'll agree.
It's my **belief** that he won't agree.
I have a **feeling** that he won't agree.
There's **no reason to believe** that he'll agree.
- 12 **While I was walking** down the street, I saw Mary.
While walking down the street, I saw Mary.
When I was walking down the street, I saw Mary.
It **was while** I was walking down the street that I saw Mary.
- 13 **Was there** any response to his appeal?
Did anyone respond to his appeal?
- 14 The race **takes** place tomorrow.
The race **will/is going to** be held/take place tomorrow.
The race **is scheduled** to take place/for tomorrow.
- 15 She **started** doing her homework **as soon as** her brother **had left** for school.
She **started** doing her homework **when her brother had left** for school.
She **didn't start** (doing) her homework **until her brother had left** for school.
She **waited** until her brother **had left** for school **before she started** (doing) her homework/or **before starting** to do ...
Not until her brother **had left** for school **did she start** (doing) her homework.
- 16 **When did you last have** a haircut?
When was the last time you had a haircut?
- 17 She **wrote the book** while she was on holiday.
She **wrote the book** during her holiday.
- 18 I **only slept** for an hour last night.
I **only had** an hour's sleep last night.
- 19 It **is certain that** he'll pass his exams.
There **is no doubt that** he'll pass his exams.
He **is bound** to pass his exams.

13 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 It's been months since I last spoke with Paul.
contact
I haven't months.
- 2 He has never felt so angry before.
ever
It's angry.
- 3 She was going to hand in her notice when the boss decided to promote her.
point
She notice when the boss decided to promote her.
- 4 He has tried to lose weight before.
first
It's a diet.
- 5 France hasn't won a gold medal in this sport for ages.
time
It's medal in this sport.
- 6 It is certain that he will compensate you for the damage he has done.
bound
He to you for the damage he has done.
- 7 Stephen realised something terrible had happened as soon as he saw May crying.
aware
Stephen as soon as he saw May crying.

CONVERSATIONAL GRAMMAR**14 Choose the correct item.**

- 1 "John really ought to lose some weight."
"You're right; he very heavily during the walk yesterday."
A was breathing **C** has been breathing
B had breathing **D** had been breathing
- 2 "I heard Roy and Alice had an argument."
"Do you know what it this time?"
A has started **C** had been starting
B started **D** had started
- 3 "I wonder how Jeff is doing."
"I haven't got a clue. It's been a long time since I to him."
A have spoken **C** had spoken
B spoke **D** speaking
- 4 "It's a pity she had to pull out of the competition."
"Yes, especially since she such excellent progress."
A is making **C** had been making
B made **D** has been making
- 5 "Who's going to collect your mail while you're on holiday?"
"I have asked my cousin."
A ever **C** yet
B still **D** already
- 6 "Did you get to see Frances in the end?"
"No. She for the airport when I arrived at her home."
A would leave **C** had already left
B had been leaving **D** left
- 7 "Helen moved to London last week."
"Well, I suppose she'll find it difficult to on the left."
A be used to driving **C** get used to driving
B use to drive **D** be used to drive
- 8 "How long have you been with Sears Ltd?"
"By next month I there for a year."
A will be working **C** am going to work
B have worked **D** will have been working
- 9 "Did you stay up late yesterday?"
"Not really. I went to bed after Monica"
A was leaving **C** leaving
B had left **D** has left

15 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 I believe the man you're looking for is standing next to us.
feeling
I
..... to us is the one you're looking for.
- 2 Jeremy joined the cricket club a year ago.
member
Jeremy's
..... a year.
- 3 It was proposed that a new leisure centre should be built.
forward
They
..... to build a new leisure centre.
- 4 The elections take place next Sunday.
scheduled
The
..... next Sunday.
- 5 I believe there will be an economic crisis soon.
estimation
In
..... imminent.
- 6 The final question in part 6 wasn't answered correctly by anyone.
answer
Nobody
..... the final question in part 6.
- 7 Mozart started composing music during his early childhood.
young
Mozart
..... child.
- 8 According to Dr Donovan, Rosie is bound to be offered the position.
doubt
According to Dr Donovan,
..... the position.
- 9 He's been writing the novel for nearly two years.
started
It is
..... the novel.

16 Read the text below and think of the word which best fits each space.

POST IN HISTORY

Although it may **0** *come* as a surprise to many people, postal services have existed in various parts of the world for thousands of years. There is ample evidence to suggest that **1** the Assyrians and Babylonians had postal services. In China, a regular postal service was established in the seventh century BC, which attained such a high level of efficiency **2** the centuries that, some 2,000 years after its institution, it was winning the admiration of European explorers like Marco Polo. Efficient postal services were also established in the Persian and Roman empires. **3** these services were mainly confined to members of the state; private citizens had to make **4** with slaves and merchants to deliver their correspondence. In medieval Europe, official postal services were organised by emperors and the papacy. **5** as in ancient times, though, private citizens continued to entrust their correspondence **6** various travellers. It wasn't until the fourteenth century AD that merchants – those private citizens with the greatest need for a speedy and regular exchange of correspondence – began to **7** up regular courier services. The needs of business led to the development of the postal service **8** we know it today.

PHRASAL VERBS 1

17 Look at Appendix 1 and fill in one of the prepositions or adverbs below.

- beneath • off • up to • in for • in with
• down on • on • down with • into

- 0** Susan gets all the perks because she's *in with* the administration.
1 She feels it is her to socialise with uneducated people.
2 As a vegetarian, Paul is people who eat meat.
3 He'll be it when his parents discover he took the money.
4 Half the staff are the flu this week.

- 5** She doesn't eat crisps or chocolate; she's healthy food.
6 Our dog has been its food for days now.
7 Do you know what's at the cinema tonight?
8 I don't know what he's been but he looks very embarrassed.

PHRASAL VERBS 2

act on:	do whatever is advised/suggested
act up (inf):	behave awkwardly or badly/not work properly
answer (sb)	respond rudely to sb
back (inf):	
answer for:	be responsible for sth/pay for/vouch for
answer to:	be under the command of sb/have the characteristics described
back down:	cease to oppose or demand
back out (of):	withdraw (from)
back up:	support/confirm
bear on (f):	be relevant to/affect
bear with:	be patient

18 Fill in the correct preposition(s) or adverb.

- 0** The Minister's statement does not bear *on* this case in any way.
1 The Prime Minister said that he would speak to his advisors and then act their advice.
2 You can't change your mind now. It's too late to back the deal.
3 The plant manager answers directly the head of the company.
4 I was prepared to back her story because I knew it was the truth.
5 The baby has been acting all day. I think she must be teething.
6 The accused will answer his actions in the highest court in the land.
7 Faced with such formidable opposition to his proposal, he had no choice but to back
8 I was always in trouble for answering when I was at school.
9 If you can bear me a little longer, I'll try to explain the reasons behind our actions.

IDIOMS/FIXED PHRASES 1

all but:	nearly, almost/except
all in (inf):	exhausted
all told:	altogether
for all:	in spite of
of all people:	used to express annoyance/ surprise because a certain person was thought to be unsuitable
all along:	from the beginning
all the same:	yet, however
all in all:	when everything is considered
for all I know:	as far as I know
for all I care:	I don't care

IDIOMS/FIXED PHRASES 2

take sth into account:	consider sth
on account of:	because of
on no account:	under no circumstances
on this/that account:	for this/that reason
on the air:	broadcasting (opp.: off the air)
in the air:	existing, but not talked about
up in the air:	uncertain
clear the air:	remove suspicion or bad feeling
be up in arms:	be very angry
on the alert:	on the look-out; expecting sth

19 Fill in the blanks with one of the idioms/fixed phrases.

- I've **all but** finished; just give me a few minutes.
-, it seemed to be quite a good suggestion.
- He promised to come to the party on Friday;
.....
I don't think we should count on him.
- his hard work, he didn't get a promotion.
- I don't know how they found out, but they've known about it
- I've been reading this newspaper for ten years
- She told me her name was Joan but
..... she could be lying.
- I don't think I'll go out tonight. I'm
- I never expected you
to say such a thing!
- You can take the whole lot

20 Fill in the blanks with one of the idioms/fixed phrases.

- Instead of bottling up your feelings, let's talk about it and **clear the air**.
- The fire fighters are always
for forest fires, particularly in the summer.
- There's a feeling of anticipation
at the moment.
- The villagers are about the proposed motorway.
- I haven't been able to travel much lately
my car having broken down.
- His future is still;
he can't decide whether to become a surgeon or a psychiatrist.
- You must his educational background
when deciding what work to give him.
- The meeting tomorrow is very important;
.....
should you be late.
- There's been a hurricane in Manila, and all flights have been cancelled
- You can't go into the studio just yet as the programme is still

PREPOSITIONS

21 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 The cinema which was adjacent *to* the bank was badly damaged in the earthquake.
- 1 The child showed no animosity her new stepbrother.
- 2 What you're saying amounts blackmail.
- 3 Mr Parker was arrested exceeding the speed limit.
- 4 She is finding it difficult to adjust the climate.
- 5 Your calculations do not accord mine.
- 6 She was very appreciative all the support she got from her friends.
- 7 I was totally abashed my mistakes.
- 8 His abstinence caffeine lasted only two months.
- 9 I have an aversion spiders.

22 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 1 The recommendations are based a recent Home Office report.
- 2 My little sister still believes Father Christmas.
- 3 Beware the strong currents when swimming in this area.
- 4 I bumped a door and got a black eye.
- 5 The tourists bartered the souvenirs at the local market.
- 6 When the children arrived at the fair, they made a beeline the ghost train.
- 7 There's a ban using hosepipes during the drought.
- 8 The cat basked the warm sunshine.
- 9 He continually boasts his fantastic job.
- 10 The man begged his wife forgiveness.

23 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 The suspect could not explain why he had sand in his boots.
account
The suspect in his boots.
- 2 What he told me made me very curious to hear the rest of the story.
appetite
What he told me the story.
- 3 I don't mind staying in on a Saturday night if I have good company.
averse
I'm night if I have good company.
- 4 Miss Hayes will explain the day-to-day running of the office to you.
acquaint
Miss Hayes running of the office.
- 5 I don't know how I can make it up to you for spoiling your plans.
amends
I don't know your plans.
- 6 It is a foregone conclusion that Mark will get the job.
saying
It the job.
- 7 Our teacher doesn't like it when we leave the classroom without asking first.
approve
Our teacher without asking first.
- 8 Those official files cannot be seen by the public until the end of the decade.
access
The public files until the end of the decade.
- 9 Being her only niece, Ann is very precious to her.
apple
Being her only niece, eye.

- 10 You need to consider the fact that he hasn't spoken French for years.

allowances

You need to
 he hasn't spoken French for years.

- 11 Sheila was the only one who came up with a solution to the problem.

succeeded

Only Sheila
 to the problem.

- 12 I was surprised not to see Meg at the party but I later heard she was ill.

apparently

I was surprised that Meg
 she was ill.

- 13 I know this route looks dangerous but I can't think of a better option.

alternative

However dangerous this route looks,
 think of.

- 14 Because of the lack of co-operation, he decided to leave the project unfinished.

abandon

He chose
 to lack of co-operation.

- 15 Helen won't be happy till she gets a full refund.

than

Nothing
 Helen.

- 16 I always think about transport costs when job hunting.

consideration

I always
 when job hunting.

- 17 Becky didn't tell you because she assumed you already knew.

granted

Becky didn't tell you
 you already knew.

- 18 How would you deal with such a challenge?

presented

What
 such a challenge?

- 19 The neighbours will look after our house while we are away.

eye

The neighbours
 while we are away.

FIXED PHRASES

held in abeyance (f): halted temporarily

be of/have no fixed abode (f): be homeless

out and about: 1) outdoors
 2) travelling from one place to another

in the abstract: in a general way

of its own accord: automatically

agree to differ/disagree: stop arguing because there is no chance of agreement

in arrears: have not paid the money they owe

cast aspersions (f): criticise

cost an arm and a leg (inf): be very expensive

be thrown off balance: be surprised/confused

on the ball: alert

below the belt: cruel and unfair

be beside oneself with anger/excitement: to be extremely angry/excited

bide one's time: wait for a good opportunity

in the black: not owing anybody any money (**opp.:** in the red)

blaze a trail: discover/explore sth new

on the blink (inf): not working properly (of electrical equipment)

go by the board: be rejected/ignored/no longer possible

cut to the bone: reduced to the/a minimum

out of bounds: prohibited, forbidden (place)

pick someone's brain(s) (inf): ask sb to help with a problem/extract information from an expert

24 Complete the sentences using one of the fixed phrases in an appropriate form.

- If you until the market improves, you'll get a better return on your investment.
- Doctors in World War II in plastic surgery techniques.
- Ben's dreams of a university education when his father died and he was forced to earn a living.
- The swimming pool is to all pupils unless accompanied by a teacher.
- A holiday in the UK these days.
- My TV has been all week. I'll have to call a repairman.
- Households that are more than six months with their mortgage repayments will face repossession of their homes.
- You don't need to worry. This kind of rash will usually clear up
- Costs must be if the company is to survive the economic downturn.
- It's nice to see him again after his illness.

25 Choose the correct item.

- During winter the shelters are full of people of no fixed
A residence C home
B abode D domicile
- Until your finances are in the, it's not a good idea to take out a loan.
A credit C profit
B funds D black
- The matter has been left in until the legal ramifications have been explored.
A recess C abeyance
B suspension D waiting
- It was an extremely hostile article which cast on the conduct of the entire cabinet.
A criticism C disapproval
B aspersions D abuse
- Could I pick your on the subject before the meeting?
A brains C head
B mind D intellect

- I'm not sure I can answer that. I've only thought about it in the before.
A general C indefinite
B hypothetical D abstract
- You'll never convince me! We'll just have to to differ.
A agree C admit
B consider D consent
- The entire staff was thrown off by the announcement of the takeover.
A composure C stable
B disarray D balance

WORD USAGE

26 Choose the correct item.

- A small dog went for my ankles but I adroitly managed to **dodge/shirk/slip/duck** it.
- We all have to work harder because he's always **evading/ducking/shirking/dodging** his duties.
- The Prime Minister managed to **shirk/dodge/duck/evade** any tricky questions.
- The damp has **affected/swayed/influenced/impressed** his health; he's got rheumatism.
- I'm sure that living with a vegetarian has **swayed/influenced/affected/impressed** me to eat less meat.
- Before I pay for the painting, I need proof that it is a(n) **real/valid/authentic/natural** Picasso, not a copy.
- He may appear to be **authentic/natural/genuine/real** but in fact he's a compulsive liar.
- If you have stomach problems it is best to avoid **rich/extravagant/affluent/lavish** food.
- I was rather embarrassed when John gave me such a(n) **well-off/extravagant/rich/affluent** gift.
- The country derives the majority of its revenue from one **stock/ware/merchandise/commodity** – coffee.

COLLOCATIONS

27 Fill in *artificial*, *false*.

- | | |
|----------------------|---------------------|
| 0 <i>false</i> teeth | 6 light |
| 1 passport | 7 flowers |
| 2 alarm | 8 belief |
| 3 beard | 9 pearls |
| 4 note | 10 impression |
| 5 limbs | 11 additives |

1c Practice Test

28 Read the text below and decide which answer (A, B, C or D) best fits each gap.

A VOLTE FACE

It has long been the mantra of health **0** everywhere that animal fats were, quite literally, a **1** sin. The general public received many a **2** warning from the medical establishment that animal fats directly contributed to high levels of blood cholesterol, which is a major contributor to arteriosclerosis and heart disease.

Guidelines were produced **3** such advice as: avoid eating more than a couple of eggs a week, stick **4** low-fat dairy products and **5** fatty meat products to an absolute minimum.

But all of this well-meaning advice has been **6** out of the water by new findings that suggest that there is, in fact, no connection whatsoever between the cholesterol content of food and how cholesterol is produced in the blood **7** Diet is but one of a considerable number of factors, the most important being the **8** effects of other lifestyle choices, such as whether you smoke or drink, and how much exercise you get.

0 A tutors

1 A lethal

2 A stern

3 A increasing

4 A by

5 A have

6 A blown

7 A canal

8 A unified

(B) gurus

B killer

B rigid

B stretching

B in

B keep

B shattered

B flow

B assembled

C sages

C deadly

C hard

C prolonging

C to

C let

C torn

C stream

C motley

D elders

D fatal

D rough

D extending

D at

D hold

D exploded

D course

D cumulative

29 Read the text below and think of the word which best fits each space. Use only one word in each space.

SLEEP

Are you one of those people who toss and turn all night, **0** *unable* to get to sleep? Although many people who have sleeping problems, either chronic or occasional, automatically reach for sleeping pills when they sense a difficult night **1** of them, a number turn to natural remedies, which are not only cheaper but safer **2** the long run. Most poor sleepers will, at some point, have tried the well-known trick of consuming a hot drink such as milk before going to bed. But **3** are aware of the more unusual folk remedies that can help them **4** their way to a restful night's sleep. One effective remedy involves running very cold water over the forearms and lower legs for several minutes just before hopping into bed. The shock of the cold **5** by the warmth of the bed relaxes the body and leads to drowsiness. Another unusual approach has to do with eating – or, **6** precisely, chewing. Eating an apple just before bedtime, taking particular care to chew the peel slowly and thoroughly, can help eyelids droop. The reason? Apple peel contains a natural substance which induces relaxation. Not only that, the chewing action is relaxing in **7** Other than that, meditation, stretching, reading and even walking around prove helpful for many people. In short, there are many ways to avoid the pill-popping route. And if all **8** fails, you can always try counting sheep!

- 30 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

INTERPRETING HISTORY

One of the most common problems students face in learning to become **0** *thoughtful* readers of historical narrative is ridding themselves of the desire to find the one 'right' answer, the one essential fact, the one **1** interpretation. These problems are, of course, deeply rooted in the way textbooks present history; as a **2** of facts marching straight to a settled outcome. To overcome these problems requires teaching students to look at more than one source; to use the rich **3** of historical documents available that present alternative accounts, voices, and **4** on the past. Because history is a dialogue amongst historians not just about what events took place in the past, but about how and why those events **5**, what we know and believe about the past constantly changes. Because of this, some philosophers argue that history is too **6** to be of much value. But absolute truth is a rare commodity in this world. It is no less available from history than it is from other academic fields, like science. **7** historians are aware of the pitfalls in their search for historical truth and try to avoid them. Likewise, students of history who are aware of the subject's inherent **8** are better prepared to study and interpret it.

THINK

AUTHORITY

SUCCEED

VARY

LOOK

FOLD

SUBJECT

CONSCIENCE

LIMIT

- 31 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0** Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked* who the culprit was.

- 1** My boss says I can use his car whenever I want to, so long as I'm careful.

disposal

My boss so long as I'm careful.

- 2** The news was a shock to us.

aback

We news.

- 3** James realised that he could never be an architect.

cut

James realised an architect.

- 4** They chose not to drive because they thought there would be too much snow.

fear

They chose too much snow.

- 5** I'm sick of that programme; I've watched it too often.

off

I've; I've watched it too often.

- 6** I never have enough time these days.

short

I these days.

UNIT 2a Grammar: Modals

The modals are:

can – could – may – might – must – ought to – will – would – shall –
should – have to – need – dare

FUNCTIONS OF MODALS

Ability/Inability

I **can** see smoke in the distance.
She **can't** speak German.
When I was at school, I **could** play the piano. (repeated action)
He **was able to** escape through a window. (single action)

Possibility/Impossibility

Reckless driving **can** result in road accidents.
You **could** be right.
He **may** be lucky this time.
She **might** come with us. (but I don't think so)
You **can't** be serious!
It's almost midnight. She **should** be here any moment now.

Permission/Concession

Can I ask you a question?
Could you give me some advice?
Might I borrow your newspaper? (formal)
May I join you?
You **can** sit here if you want.
You **may** take the last sweet, if you wish.

Obligation/Duty

She **must** pay the rent by Friday. (strong obligation or duty)
I **have to** meet the boss at noon. (obligation)
He **had to** have an X-ray before going to the consultation.

Necessity

I **need to** improve my French.
The house **needs** cleaning.
He **has to see** a dentist soon.
Must I go with you?
Do I have to/need to finish this now?
Need he sign the form?

Prohibition

You **mustn't** eat in this room.
You **may not** make personal phone calls during working hours.
You **are not to** eat in this room. (= it's against the rules)
You **can't** park here. (= you aren't allowed to park here)

Absence of Obligation or Necessity

You **needn't** worry – everything's under control.
I **don't have to** leave until 3pm.
You **needn't have waited** for me. (but you did)
They **didn't need to** make any more food. (so they didn't)

Logical Assumption (affirmative)

He **must be** nervous about the test.
You **must be feeling** very sad after the loss of your father.
It's already 6:00. She **must have left** by now.
He **must have been lying** all along.

Logical Assumption (negative)

It **can't be** yours – isn't yours blue?
She **can't be enjoying** herself; she hates classical music!
He **can't have broken** the kitchen window. He wasn't even there!
You **can't have been listening** properly. Mary would never be so rude to anyone.

Advice, Suggestions

You don't look well. You **should** take a holiday.
You **ought to** try harder. That's what I would do.
You **ought not to** complain so much.
You really **must see** a doctor about your headaches.

Criticism

We **should have made** sure that the tickets were valid. (but we didn't)
He **ought to have cooked** dinner. (but he didn't)
You **could have helped** me (but you didn't)

Requests, Offers

Can you hurry up, please?
Would/Will you pass me the salt?
I'll give you a lift.
Shall I make the tea?

FUNCTIONS OF MODALS

- They take **no -s** in the third person singular except for **have to**, **need** and **dare**.
- They have **no infinitive** or **present participle** forms except for **need**, **have to** and **dare**.
- They are followed by the **bare infinitive** except for **ought to** and **have to**.
- They form their negative and interrogative forms in the same way as the auxiliaries (e.g. **may not**, **may I ...?**) except for **need**, **have to** and **dare**.

Notes

- **Need** and **dare** are usually followed by a **bare infinitive** if they are used as **modals**; otherwise they are followed by a **full infinitive**.
You **needn't come**. or You **don't need to come**.
- **Be able to**, **be allowed to** and **have to** are used to replace the missing tenses of **can**, **may** (when expressing permission) and **must** respectively.
When you pass your test, you **will be able to** drive.
You **are allowed to** leave as soon as you finish the exam.
He **had to** have an operation.
- **Could/was able to** are used to talk about a general ability whereas **was able to** is used to talk about an action in a particular situation. Both can be used in negatives and questions.
Although he was tired, he **was able to swim** to safety.
He **couldn't/wasn't able to** admit he was wrong.
Were you able to/Could you find your way?
- **Have to** expresses external obligation whereas **must** expresses obligation imposed or agreed with by the speaker.
According to the law, all motorcyclists **have to wear** a helmet when riding their motorcycles.
I **must visit** my grandparents more often. (I feel obliged.)
- **May** and **might** both express possibility, although **may** is slightly stronger.
He **may** come if you ask him to.
She **might** come if she has time. (slight possibility)

1 Fill in the blanks with the correct form of **can**, **be able to**, **must** or **have to**.

- Students **have to** pass an entrance examination in order to be accepted by this college.
- Our father told us that we be home by 10 pm.
- Despite his lack of experience, he get the job.
- You get a visa to travel to the USA.
- You be careful with electricity.
- Brian buy his new car as he'd been given a bonus at work.
- If you want to be a member of the club, you register with the secretary.
- I gave up French as I get down to studying.
- She was so short she reach the door handle.
- We go yet. It's not that late.

2a Grammar: Modals

2 Rewrite the following sentences using the words in capitals, as in the example.

- 0 It's possible that Eve forgot about the meeting.
MAY
Eve may have forgotten about the meeting
- 1 Would you like me to help you? **CAN**
.....
.....
- 2 Give this message to Mrs Bates, please! **WILL**
.....
.....
- 3 I'm sure the President didn't make such a contradictory statement. **CAN'T**
.....
.....
- 4 Is it possible to pay in instalments? **COULD**
.....
.....
- 5 Do you want to have a look at my article before I hand it in? **WOULD**
.....
.....
- 6 Aunt May cooked chicken soup for us, even though we told her we were eating out. **NEEDN'T**
.....
.....
- 7 He didn't make sure he had a spare tyre and he got a puncture miles from anywhere. **SHOULD**
.....
.....
- 8 It is extremely dangerous to strike a match at a petrol station. **MUST**
.....
.....
- 9 It's a good idea to get a dental check-up every six months. **OUGHT**
.....
.....
- 10 Is there any possibility of the flight being cancelled? **MIGHT**
.....
.....
- 11 Is it possible to pay by credit card? **MAY**
.....
.....
- 12 There's a possibility Paul will come to the party this evening. **MIGHT**
.....
.....
- 13 It is necessary for governments to take action against tax evasion. **MUST**
.....
.....
- 14 Sue didn't leave home in time and now she is running late for work. **SHOULD**
.....
.....
- 15 I believe business is now experiencing a severe recession. **MUST**
.....
.....
- 16 I'm sure Harry didn't spend the whole evening studying for his French exam. **CAN'T**
.....
.....
- 17 Is it really necessary for me to make the presentation tomorrow? **HAVE**
.....
.....
- 18 It is uncertain whether he will be appointed Minister of Health. **MIGHT**
.....
.....
- 19 It is not advisable to make personal phone calls at work. **OUGHT**
.....
.....
- 20 It was wrong of you to rely on Michael's support. **SHOULD**
.....
.....
- 21 Perhaps she was behaving so arrogantly because of her insecurity. **MAY**
.....
.....
- 22 Is it a good idea to apply for the junior accountant's post? **SHOULD**
.....
.....
- 23 It wasn't very polite of you not to notify them about the change of plans. **COULD**
.....
.....

MAY – MUST – CAN'T

may (= perhaps)

must (= I think/I suppose, I strongly believe)

can't (= I don't think, I don't suppose)

Present Simple

Perhaps he **works** as a teacher.

Present Infinitive

He may **work** as a teacher.

Present Continuous

I suppose he **is working** hard.

Present Continuous Infinitive

He must **be working** hard.

Future Simple

I don't think he **will** win.

Present Infinitive

He can't **win**.

Future Continuous

Perhaps they **will be playing** tennis.

Present Continuous Infinitive

They may **be playing** tennis.

Past Simple

I don't think he **worked** very hard.

Perfect Infinitive

He can't **have worked** very hard.

Past Continuous

I'm sure she **wasn't working** last week.

Perfect Continuous Infinitive

She can't **have been working** last week.

Present Perfect

Perhaps he **has left work**.

Perfect Infinitive

He may **have left work**.

Present Perfect Continuous

I'm sure they **have been living** here for years.

Perfect Continuous Infinitive

They must **have been living** here for years.

Past Perfect

Perhaps he **had forgotten** about the appointment.

Perfect Infinitive

He may **have forgotten** about the appointment.

Past Perfect Continuous

I'm sure he **hadn't been studying** hard enough.

Perfect Continuous Infinitive

He can't **have been studying** hard enough.

3 Read the following situations and write sentences using the modals in the list above.

- 0 I'm sure Madonna's new CD hasn't been released yet.

Madonna's new CD can't have been released yet.

- 1 I strongly believe David is not lying this time.

- 2 George is thinking of buying a house this year but he's not sure whether he will.

- 3 I'm sure Linda is earning a high salary.

- 4 I'm sure Mark was living in Spain at the time.

- 5 Perhaps you will need to hand in a research paper.

- 6 I'm sure believe he wasn't just speculating when he said that prices will rise.

MUSTN'T / NEEDN'T

mustn't (= it's forbidden/not allowed)

You **mustn't** eat in the library.
 You **are not allowed** to eat in the library.
 You **may not eat** in the library.

needn't (= it's not necessary)

You **needn't** learn it by heart.
 It's **not necessary** for you to learn it by heart.
 You **don't need to** learn it by heart.
 You **don't have to** learn it by heart.

4 Read the following situations and write sentences using *mustn't* or *needn't*.

- You aren't allowed to use a dictionary during the exam.
You mustn't use a dictionary during the exam.
- It isn't necessary for Brian to finish the reports quickly.

- It isn't necessary for Mary to go to work tomorrow.

- Eating and drinking is prohibited on the Metro.

- It's not necessary to submit my proposal so early.

DIDN'T NEED TO / NEEDN'T HAVE

Didn't need to shows that it wasn't necessary for something to happen and it **didn't happen**.
Needn't have shows that it wasn't necessary for something to happen but it **did happen**.

He didn't need to go to work on Sunday.	It wasn't necessary for him to go to work on Sunday, so he <i>didn't</i> .
She needn't have bought so many eggs.	It wasn't necessary for her to buy as many eggs as she <i>did</i> .

5 Read the following situations and write sentences using *didn't need to* or *needn't have*.

- It wasn't necessary for Andrew to take so much money for his holiday because everything was less expensive than he expected.
Andrew needn't have taken so much money on holiday with him.
- It wasn't necessary for Mr Jones to collect his wife from the airport yesterday as his son volunteered to pick her up.

- It wasn't necessary for Paul to stay up all night. The exam he was studying for was cancelled.

STRUCTURAL CONVERSION

- 1 Perhaps she is abroad.
She **may be** abroad.
- 2 Perhaps she wasn't taking a bath.
She **may not** have been taking a bath.
- 3 Perhaps he has been/was studying.
He **may** have been studying.
- 4 I think she has lost her way.
She **must** have lost her way.
- 5 I suppose he has left Austria.
He **must** have left Austria.
- 6 I'm sure he was in Germany.
He **must** have been in Germany.
- 7 It is certain that he'll fail.
He **is bound to** fail.
- 8 It is certain that she (has) attended the ceremony.
She **is certain to** have attended the ceremony.
She **must** have attended the ceremony.
- 9 I must reject this plan.
I **have no option but to** reject this plan.
I **will have to** reject this plan.
- 10 I'm sure she hasn't forgotten.
She **can't** have forgotten.
- 11 I'm sure he isn't lying to us.
He **can't** be lying to us.
- 12 It wasn't necessary for you to buy so many roses as you did.
You **needn't have** bought so many roses.
- 13 Was it necessary for her to behave like that?
Did she **need/have to** behave like that?
- 14 It wasn't necessary for me to walk to work as he gave me a lift.
I **didn't need to** walk to work as he gave me a lift.
- 15 There's no need to correct the tests today.
Don't **bother to** correct the tests today.
It **isn't necessary to** correct the tests today.
You **needn't** correct the tests today.
You **don't need to** correct the tests today.
- 16 He isn't obliged to tell you the truth.
He **needn't** tell you the truth.
He **doesn't need/have to** tell you the truth.
- 17 It is important for you to learn to drive.
You **need/have to** learn to drive.
- 18 Are exams compulsory at this school?
Do you **have to sit for** exams at this school?
- 19 Senior students **don't have to** take tests.
It's **optional** for senior students to take tests.
It's **not compulsory** for senior students to take tests.
- 20 It is against the rules to write your answers in ink.
You **mustn't** write your answers in ink.
- 21 It is forbidden to speed in the city centre.
You **mustn't** speed in the city centre.
Under no circumstances should/must you speed in the city centre.
- 22 He couldn't go out because it was raining.
The rain **prevented** him from going out.
- 23 It is advisable to speak politely to your teachers.
You **should** speak politely to your teachers.
You **had better** speak politely to your teachers.
- 24 It would be a good idea to go on a diet.
You **had better** go on a diet.
You **should/ought to** go on a diet.
It **is advisable to** go on a diet.
It's **a good idea to** go on a diet.
- 25 Why didn't you consult your lawyer?
You **should have** consulted your lawyer.
- 26 Let's work out the details.
Shall we work out the details?
Why **don't** we work out the details?
- 27 Shall I help you with the dishes?
Would you **like me to** help you with the dishes?
- 28 Could you come on Monday?
Would Monday be convenient for you?
How **does** Monday suit you?
- 29 May I borrow your car?
Do you **mind if I** borrow your car?
Would you **mind if I** borrowed your car?
Could I borrow your car, please?
I **was wondering if I** could borrow your car.
- 30 Would you like to open an account?
Would it **interest you to** open an account?
Would you **be interested in** opening an account?
How **would you/do you** feel about opening an account?
How **about** opening an account?
- 31 She is unlikely to pass her exams.
It **is unlikely/not likely** that she'll pass her exams.
There's **little likelihood/possibility** of her passing her exams/ that she'll pass her exams.
It's **doubtful** whether she'll pass her exams.
- 32 He is likely to win the prize.
It **is likely that he will** win the prize.
It **is very possible that he will** win the prize.
He **could certainly** win the prize.
There **is every likelihood that he will** win the prize.
He **may/might well** win the prize.

2a Grammar: Modals

6 Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- Jeff, shall we go out tonight?
how
Jeff, tonight?
- It is very possible that he'll be promoted.
every
There promoted.
- It is certain that he will return this afternoon.
bound
He this afternoon.
- He wasn't able to understand the radio message because of interference.
impossible
The interference on the radio the message.
- Why haven't you signed this form at the bottom?
sign
Weren't at the bottom?
- Could he have been telling the truth?
likely
Is the truth?
- Could you come on Saturday?
suit
How you?
- How do you feel about going on an excursion?
like
How on an excursion?

CONVERSATIONAL GRAMMAR

7 Choose the correct item.

- "I'm freezing."
"You more warmly."
A would dress C may have dressed
B should have dressed D must have dressed

- "Oh, this looks familiar."
"I it to you before."
A had to show C needn't have shown
B may have shown D didn't need to show
- Louisa is still in Palma, so you her at the library.
A couldn't see C weren't able to see
B mustn't have seen D can't have seen
- "Whose are these keys?"
"Oh, they're Mary's; she them."
A must have left C ought to be left
B should have left D might be left
- "Do you think Sally will be offered a place at the University?"
"Definitely; in fact, she's very likely the scholarship."
A that she will get C that she gets
B to be getting D to get
- "Kelly's late; that's not like her."
"She about your date."
A might forget C might have forgotten
B could be forgetting D could forget

8 Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- You don't have to inform the agency beforehand.
compulsory
It the agency in advance.
- May I borrow your typewriter?
mind
Do your typewriter?
- You won't be able to enter the country unless you have a visa.
prevented
Passengers without a visa the country.
- You mustn't start writing before the test starts.
rules
It until the test has started.

- 9 Read the text below and think of the word which best fits each space. Use only one word in each space.

COSMETIC SURGERY

Today, more people than 0) *ever* are choosing to go under the knife in order to enhance their appearance. From cheek implants to liposuction, men and women of all ages are flocking to surgeons who promise they can forestall the ravages 1) time or make them look more beautiful.

2) subjects are as controversial as the escalating use of cosmetic surgery to reshape perfectly functioning body parts towards some subjective aesthetic ideal. Many vehemently oppose the whole idea, denouncing it 3) an expression of society's worst impulses. Others embrace it, citing its ability to change lives. No 4) what one's stance, it cannot be denied that cosmetic surgery (not to be confused with plastic surgery, the surgical speciality dedicated to repairing body defects 5) to birth disorders, trauma, burns and disease) is a story of continual expansion, increased consumer demand, and growing social acceptability. What was once the province of celebrities and the rich has trickled down the social scale and is now within the grasp of anyone with the time and inclination. What was once kept 6) wraps is now discussed openly, if not braggingly.

The thing about beauty that makes it the perfect marketing concept is its elusiveness. 7) when you have it, you're constantly at risk of losing it, or at least being jostled aside by someone with more of it. Cosmetic surgery success is built on the powerful emotions of denial and envy, not just vanity. It thrives on our refusal to accept the body we were 8) with, and our collective denial of aging. It feeds our envy of those who embody nature's most powerful but fleeting charms: youth, strength and beauty.

PHRASAL VERBS 1

- 10 a) Match the phrasal verbs in bold with the definitions given.

- Perhaps you could hold your questions until the end of the lecture rather than keep **breaking in**.
- The two countries have **broken off** diplomatic relations.
- War in the Falklands **broke out** in 1982.

- The car **broke down** just as we were leaving the house.
- When accused, she **broke down** and confessed her guilt.
- Breaking into** a smile, Tim said "Happy birthday."
- Breaking through** the poverty barrier was his first step to becoming a top scientist.
- Since they did nothing but quarrel, they decided to **break up**.

- to end sth suddenly
- to stop functioning
- to end a relationship
- to overcome obstacles or difficulties
- to suddenly start doing sth
- to begin suddenly (of war, disease, fire etc)
- to lose control of oneself
- to interrupt

- | | | | |
|---|---|---|---|
| 1 | 3 | 5 | 7 |
| 2 | 4 | 6 | 8 |

- b) Use each other meaning of *break down*, *break out* and *break up* correctly in a sentence.

- i **break down** = fail

ii **break down** (of ideas, information etc) = separate into smaller parts in order to understand sth
- i **break out** (of) = escape (from)

ii **break out** (in a rash or sweat) = to appear suddenly on the skin of
- i **break up** = divide into smaller parts

ii **break up** (of crowd or gathering) = be dispersed/separated

iii **school breaks up** = school term ends and holidays begin (inf. British)

PHRASAL VERBS 2

- 11 a) Replace the words in bold with one of the phrasal verbs in the correct form from the list below.

• break through • bear out • balance against
• blow up • bank on • brush up on
• blow over • become of • build up • book up

- 0 What **has happened** to John?
I haven't seen him for ages.
- 1 Over the years he **has** *has become of*
accumulated an impressive
collection of artefacts from all
over the world.
- 2 Your request for greater
financial support has to be
assessed in relation to the
claims from other departments.
- 3 He may come tomorrow but
don't **depend on** it.
- 4 Their disagreement about where
to spend their holidays soon
stopped and was forgotten.
- 5 The restaurant was fully
reserved so we went to another.
- 6 I accept your excuse. His
statement **supports the truth**
of your story.
- 7 Fortunately, no one was in the
car when it **exploded**.
- 8 I must **improve** my Italian before
going to that meeting in Rome.
- 9 After days of rain, the sun
finally **became visible** from
behind the clouds.

- b) What are the different uses of **burn down**
and **burn up**? Use each meaning correctly
in a sentence.

- 1 **burn down** = sth is completely destroyed by fire
.....
- 2 i **burn up** = destroy/get rid of sth by burning
.....
- ii **burn up** (of an engine) = use fuel
.....

IDIOMS/FIXED PHRASES 1

- 12 Match the idioms/fixed phrases with the definitions.

0 black and blue all over	a fed up
1 by and large	b very lively
2 behind bars	c sudden clever idea
3 full of beans	d show neither profit nor loss
4 drop a brick	e be very expensive
5 browned off	f covered with bruises
6 a brainwave	g suddenly and unexpectedly
7 out of the blue	h in prison
8 break even	i on the whole
9 cost a bomb	j do/say sth tactless

0	f	2	4	6	8
1	3	5	7	9

IDIOMS/FIXED PHRASES 2

- 13 Look at Appendix 2 and explain the following idioms/fixed phrases in bold.

- 1 Stop **beating about/around the bush** and come to the point.
- 2 You should **take the bull by the horns** and go and see him right now.
- 3 The name **rings a bell** but I can't remember who she is.
- 4 The scandal was **laid bare** by an ambitious journalist.
- 5 Tom is the teacher's **blue-eyed boy/golden boy**.
- 6 His life was hanging **in the balance**. We didn't know if he would live or die.
- 7 I'm afraid I'm **broke**. I can't lend you any money.
- 8 He's been in everyone's **black books** since he was caught cheating in the exam.
- 9 He decided **to make a clean breast of** it and tell his wife exactly what had happened.
- 10 The takeover came as **a bolt from the blue**.
- 11 Everything should be set out **in black and white** so that there will be no room for misunderstanding.
- 12 He's always playing practical jokes on us; I think it's time we **got our own back**.
- 13 My parents' attitude towards the less fortunate really **makes my blood boil**.
- 14 You're going to get the job; I **feel it in my bones**.
- 15 The researchers realised they had been **barking up the wrong tree** when the first results came back negative.

- 16 It might be a good idea to **butter up the boss** before you ask for a rise.
- 17 **Don't hold your breath** waiting for him; he'll never show up!
- 18 The student was **caught red-handed** cheating in the Physics exam.
- 19 John's injury **dealt a blow** to his hopes of getting onto the Olympic swimming team.
- 20 I'm glad to **see the back** of those terrible children.

IDIOMS/FIXED PHRASES 2

14 What sort of person would you describe as

- 1 a chip off the old block?
.....
- 2 a wet blanket?
.....
- 3 big-headed?
.....
- 4 above board?
.....

PREPOSITIONS

15 Look at Appendix 5 and fill the blanks with the correct preposition.

- 0 Please take care *of* your sister while I'm out.
- 1 You have no choice the matter. You have to do what he says.
- 2 Your alibi is consistent our report.
- 3 Does this CD belong anyone?
- 4 He aimed the target and squeezed the trigger.
- 5 The board was agreeable the proposal.
- 6 You're very careless locking the house; anyone could walk in.
- 7 She was bored the tedious conversation and tried to change the subject.
- 8 If you concentrated more your school work, your grades would improve.
- 9 My mother is confined a wheelchair so she doesn't go out very much.
- 10 She didn't like flying and was apprehensive making the journey alone.
- 11 If you can bear me a little longer, I'll give you all the information together.

16 Look at Appendix 5 and choose the best alternative.

- 1 Did you notice the **for sale/on sale** sign outside the house next door?
- 2 There's no point trying to talk to Stuart; he's totally **absorbed by/absorbed in** that magazine.
- 3 The agent is believed to have been **in possession of/in the possession of** the documents all along.
- 4 The social worker received an anonymous letter, warning him not to **meddle with/meddle in** other people's business.
- 5 As soon as the deer came **in sight/on sight**, the hunter pulled the trigger.
- 6 This letter is to **advise you of/advise you on** the fact that your overdraft currently stands at £6,435.
- 7 Some people believe that the end of the world is **at hand/in hand**.
- 8 The most upsetting part of her relationship with her parents was that they rarely **supported her with/supported her in** her decisions.
- 9 Even though they knew each other **on sight/by sight**, they had never exchanged words.
- 10 When the magician was asked the secret of his trick, he **responded with/responded to** a secretive smile.

17 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 His father became very angry with him when he heard he had damaged the car.
blew
His father he had damaged the car.
- 2 His speech was so confusing that nobody could understand what he was talking about.
baffled
Everyone speech.
- 3 Jenny's birthday is on the same day as the Queen's.
coincides
Jenny's Queen's.
- 4 Some children treat their younger siblings badly.
cruel
Some younger siblings.

- 5 He bought a new jacket without having planned to.
spur
He bought moment.
- 6 Initially, losing one's job can seem awful; afterwards it can work out well, for some people.
blessing
Losing one's job has proved some people.
- 7 He's a pleasant man socially, but he's a tough businessman.
bargain
He's a pleasant man business.
- 8 He has an obsession about the dishonesty of lawyers.
bee
He dishonesty of lawyers.
- 9 The young actress was very nervous before the audition.
butterflies
The young actress audition.
- 10 She was just about to pass out when someone offered her a seat.
verge
She was when someone offered her a seat.
- 11 Simon couldn't remember ever having met the woman.
recollection
Simon ever having met the woman.
- 12 Malcolm has finally decided to leave his job at the bank.
hand
Malcolm has at the bank.
- 13 He got up very early this morning.
crack
He this morning.
- 14 He didn't seem to consider anything to be as important as winning that medal.
matter
Nothing winning that medal.
- 15 The conference will now take place at a later date.
postponed
The conference a later date.
- 16 The diplomat has been arrested because it is believed he had been spying for his government.
suspicion
The diplomat has been arrested for his government.

WORD USAGE

18 Fill in the blanks with one of the words from the box below in the correct form.

laugh • smile • giggle • chuckle • sneer • grin • snigger • smirk • beam • titter • guffaw

- 0 Mr Jones *chuckled* to himself as he read a funny story in the newspaper.
- 1 The audience started nervously when the cameras pointed their way.
- 2 The students when they saw that their teacher had sat on some chewing gum.
- 3 I hardly ever at jokes. I just don't find them funny.
- 4 The woman with pleasure when she saw her daughter get off the plane.
- 5 Fiona pleasantly at her neighbour when she saw her walking through the park.
- 6 When he loudly at the joke, everyone in the theatre turned to look at him.
- 7 The boy could do nothing but nervously when he was asked to stand up in front of the class.
- 8 It's disgusting the way she at everyone who doesn't dress as well as she does.
- 9 Mr Smith always when he sees me; I get the feeling he knows something I don't.
- 10 Those teenage girls do nothing but when they see boys they like.

- 19 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

A PRECIOUS METAL

Gold has several qualities that have made it a commodity of 0) *exceptional* value throughout history. It is attractive in colour and brightness, it is 1) found in nature in a relatively pure form, and its 2) is such that it is virtually indestructible.

Because of gold's pleasing visual qualities, it was one of the first metals to attract man's 3) Examples of elaborate gold workmanship have survived from the ancient Egyptians, Minoans, Assyrians and Etruscans, many in nearly perfect condition. Today, gold continues to be a highly favoured material out of which to craft jewellery and other 4) objects.

The search for gold has been a major force in history. Indeed, the hope of finding gold was a major impetus for Europe's 5) of the Americas. Such were Central and South America's gold reserves that the looting of their palaces and temples, and the 6) of mines by slave labour, resulted in an 7) influx of gold that almost unbalanced the economic structure of Europe.

Today, approximately 45% of all the world's gold is held by governments and central banks in 8) vaults. Gold is the world's preferred reserve asset since, unlike paper currencies, gold retains its value during times of war, recession and social upheaval.

EXCEPTION
VARIABLE
DURABLE

ATTEND

DECOR

COLONY

EXPLOIT
PRECEDENT

GROUND

COLLOCATIONS

- 20 Fill in the following collocational grid.

	geese	lions	monkeys	wolves	fish	ants	bees	cows	grapes	sheep
a gaggle of										
a shoal of										
a pride of										
a swarm of										
a colony of										
a herd of										
a flock of										
a pack of										
a troop of										
a school of										
a bunch of										

2c Practice Test

21 Read the text below and decide which answer (A, B, C or D) best fits each gap.

DEFAULTS AND BAILOUTS

One somewhat strange 0) of modern life is, despite the fact that everybody uses money and it's a vital 1) of all our lives, surprisingly few of us understand the least little bit about financial systems and economics. Most people are quite simply clueless. Hence people become extremely angry and likely to behave in wholly 2) ways when it comes to the subject of defaults and bailouts. First of all, a default is not a get out of jail free 3) It does not mean that the debts owed by a bank in a bank default or by a nation in a 4) default simply disappear. They do not. The other 5) misconception is with regards to bailouts. It is true that government or international bailouts use taxpayers' money to rescue banks and nations. However, this money is not given away. They are loans with interest that create profits for those that supply the money. There is also a 6) that allowing a bank to default will simply be hitting the rich in their pockets and therefore banks should be allowed to go to the 7) But the banking sector is an economic 8) in every country worldwide. If people lose confidence in a nation's banks, it will have a major effect on the economy and will hurt ordinary citizens far more than it will the rich.

- | | | | |
|---------------|-------------|--------------|--------------|
| 0 A facet | B slant | C plane | D surface |
| 1 A unit | B component | C item | D factor |
| 2 A inane | B risible | C outlandish | D irrational |
| 3 A stamp | B card | C paper | D file |
| 4 A sovereign | B imperial | C regal | D majestic |
| 5 A essential | B key | C foremost | D head |
| 6 A epic | B saga | C myth | D fable |
| 7 A hedge | B gate | C fence | D wall |
| 8 A upholder | B mainstay | C prop | D column |

22 Read the text below and think of the word which best fits each space.

HOLIDAYS

One of the greatest problems with holidays, 0) *apart* from the usual travel complications and accommodation difficulties, is the expectations we have of them. From the moment we begin planning our trip until the moment we leave our house – suitcase 1) hand and brimming with excitement – we envision scenes of great joy and relaxation. Once on holiday, we believe, 2) the stresses of our daily life will vanish. We will become different people, even; relaxed and 3) not a care in the world, our 'true' personalities can come to the fore. Unfortunately, the reality typically ends up having 4) in common with the idyllic preconception. From the traffic jam on the way to the airport to the rude receptionist at the hotel, life's irritations don't miraculously disappear when abroad. Our well-formed expectations 5) how our family members or other travel partners will think, feel, and behave whilst away also don't help. Expecting others to act as we prefer is a surefire 6) to end up feeling stressed, angry and frustrated. But there is a bright side. The problems that crop 7) on holiday are often a welcome distraction 8) the nagging feeling that we aren't actually enjoying ourselves as much as we should!

- 23 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

FLAMENCO

Flamenco is the music, song and dance of the Andalusian region of Spain. It developed in 14th century as 0) *various* groups, who were social outcasts, mingled on the fringes of Spanish society.

A passionate and 1) art form, flamenco's aim is to express the deepest human emotions. In a flamenco performance, the dancer will often stand 2) for the first moments, absorbing the strums of the guitar and the singing until 3) hits them. Then, with precise footwork and elaborate body movements, they will begin to interpret the music – music which often expresses the anguish of the mistreated ethnic 4) of flamenco's history.

In flamenco dancing, the men's steps are intricate, with toe and heel clicking. Footwork is important for the women too, but the 5) use of hands and body takes 6) Facial expressions also play a great part in flamenco, reflecting the dancer's desire to convey the deepest feelings they are experiencing.

Duets are often the most 7) flamenco dances. The dancers keep their eyes firmly locked each other, constantly and aggressively fuelling one another in what becomes a competition of passion and emotion. Losing control is never an option, though. The passionate display is always tempered by sustaining the highest levels of grace and 8) of movement.

VARY

SEDUCE

MOTION

INSPIRE

MINOR

GRACE

PRECEDE

GRIP

PRECISE

- 24 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who was to blame.

remained

Everyone remained silent when the teacher asked who the culprit was.

- 1 Ian is sure he was right to turn down the job.

regrets

Ian the job.

- 2 They have decided to go to Crete for the summer.

intention

It for the summer.

- 3 Mum says it was stupid of me to give up French.

regret

Mum says French.

- 4 I only came to see you.

reason

My you.

- 5 Is it likely that you will move before July?

chances

What July?

- 6 Not many people went to the last match of the season.

turnout

There the last match of the season.

UNIT 3a Grammar: Infinitive & -ing Forms

TENSES OF THE INFINITIVE FORM

Active Voice		
	Regular Verb	Irregular Verb
Present	(to) cook	(to) write
Present Cont.	(to) be cooking	(to) be writing
Perfect	(to) have cooked	(to) have written
Perfect Cont.	(to) have been cooking	(to) have been writing

Passive Voice	
Regular Verb	Irregular Verb
(to) be cooked	(to) be written
—	—
(to) have been cooked	(to) have been written
—	—

The full infinitive is used

- after certain verbs:
advise sb, afford, agree, allow sb, appear, be allowed, compel, decide, encourage, expect, hope, intend, invite, manage, pretend, proceed, promise, refuse, remind, seem, tell sb, tend etc.
*He **advised me to take** a rest.*
- after certain adjectives:
amazed, angry, delighted, difficult, disgusted, easy, first, glad, happy, last, likely, obliged, sad, sorry, supposed, surprised, unable etc.
*I **was glad to hear** he had been promoted to manager.*
- with impersonal construction + adjective.
*It **was nice of him to send** you roses.*
- with **only** and **just** (unsatisfactory result).
*He **phoned only to say** that he wouldn't be coming.*
- in expressions such as: **to tell you the truth, to cut a long story short, to be honest/fair etc.**
***To tell you the truth,** I haven't seen him since Monday.*
- after certain nouns (**pleasure, nuisance, nightmare** etc).
*It's **a pleasure to see** you.*
- after question words (**who, where, what** etc).
*I don't **know what to do**.*
- with **too** and **enough**.
*She's **too old to drive** a car. (negative)*
*He's **old enough to drive** a car. (positive)*

The bare infinitive is used

- with **modals (can, could, may, might, shall, should, must, will, would)**.
*He **can go** if he wants to.*
- with **need, dare** (as auxiliary verbs).
*You **needn't work** today.*
*I **daren't talk** to him.*

Notes

- dare** expressing **courage** or **lack of courage** can be followed by **bare** or **full infinitive**
*I **don't dare (to) tell** her the truth.*
*He **dared (to) attempt** it again.*
 - dare** expressing **threats, warning, anger**, etc is followed by **bare infinitive**
***Don't you dare lie** to me again!*
*How **dare** you **speak** to me like that!*
 - dare** expressing **challenge** is followed by **full infinitive**
*I **dare you to climb** up that tree.*
 - with **had better/would rather/would sooner**.
*You'd **better go** to bed.*
 - with **make (= force), let (= allow), see, hear, smell, feel, watch, notice** (in active voice).
*He **let me watch** TV.*
- Note**
Notice, make, see, hear, tell, watch in passive voice are followed by **full infinitive**.
*The baby **was made to eat** all his soup.*
- after **why (not)** to make suggestions.
***Why not meet** again some day?*
(Why don't we meet ...)

Notes

- **too** + adj/adverb + full infinitive (negative)
- adj/adverb + **enough** + full infinitive (negative)
- **enough** + noun + full infinitive (positive)
- **so** + adjective + **as** + full infinitive
- When the subject of the verb is not the same as the subject of the infinitive we indicate it by using object forms.

He is **too young** to get married.
 He isn't **old enough** to get married.
 He's got **enough money** to get married.
 She was **so gullible as to believe** his story.

I would like **him/John** to come.

INFINITIVE & PRESENT PARTICIPLE WITH VERBS OF PERCEPTION & OTHER PHRASES

see	+ bare infinitive (complete action)	I saw her lock the car and put the key in her bag.
hear		
listen	+ present participle	I saw her walking down the street.
watch	(incomplete action/action in progress)	
go, come (when used to refer to physical activities)		He went skiing last winter.
spend/waste time	+ present participle	He spent an hour fixing the tap.
be busy		He was busy cleaning the car.

CONVERSATIONAL GRAMMAR

1 Choose the correct item.

- 0 "I haven't heard from Hugo recently. Is he around?"
 "Yes, but he's thinking of going in the French Alps soon."
 A to trek C to be trekking
 B trekking D trek
- 1 She didn't know who to for help.
 A turn C having turned
 B to have turned D to turn
- 2 "Where's Anne?"
 "She's busy the washing up."
 A doing C have done
 B be doing D to do
- 3 "The Government appear to have made up their minds at last."
 "It's about time! They've spent months this issue."
 A debating C having debated
 B to debate D have been debating
- 4 "I don't think he will admit it was his fault."
 "I agree. It takes courage the truth."
 A to reveal C revealing
 B reveal D to be revealing
- 5 No matter what Jo said, she couldn't make him her point.
 A to see C to be seen
 B see D have seen
- 6 "So, whose fault was it? Jane's or Brian's?"
 "..... fair, they were both partly to blame."
 A Being C To be
 B To have been D Having been
- 7 I can't believe Peter was naive as to trust her.
 A so C as
 B too D enough
- 8 Sarah is honest and hard-working but she tends a little stubborn at times.
 A be C being
 B to be D to have been
- 9 "She was great, wasn't she?"
 "Absolutely. I can't recall the last time I heard her such an inspiring speech."
 A deliver C to be delivering
 B to deliver D has been delivering

TENSES OF THE -ING FORM

	Active Voice	Passive Voice
Present	cutting	being cut
Perfect	having cut	having been cut

The -ing form is used after:

prepositions.

*Don't leave without **saying** good bye.*

detest, dislike, enjoy, fancy, hate, like, loathe, love, prefer, resent.

(*hate, like, love, prefer* when used in the conditional are followed by **full infinitive**)

it's no use/good, it's (not) worth, there's no point (in), feel like, can't stand, can't help, be/get used to, be/get accustomed to, have difficulty (in), in favour of.

admit, anticipate, appreciate, avoid, consider, defer, delay, deny, endure, entail, escape (= avoid), envisage, evade, finish, forgive, imagine, incur, involve, keep (= continue), look forward to, mention, mind, miss, pardon, postpone, practise, prevent, recall, recollect, report, risk, save, shirk, suggest, understand etc.

Note

When the subject of the verb is different from the subject of the **-ing** form, we indicate it by using object forms or possessives (more formal).

*I hate **him/his**/Jerry's interrupting me.*

VERBS TAKING INFINITIVE OR -ING FORM WITHOUT A CHANGE IN MEANING

- begin, start, continue, cease, commence, omit**

*He **continued listening** to the radio.*

*He **continued to listen** to the radio.*

Note

The **-ing** form is not used after the continuous form of these verbs.

- advise, allow, permit, recommend, intend** followed by an object take a **full infinitive** whereas they take an **-ing form** when not followed by an object (**intend** can also take a full infinitive when not followed by an object)

*He **allowed us to eat** in the classroom.*

*He **allowed eating** in the classroom.*

*He **recommended us to take** plenty of exercise.*

*He **recommended (our) taking** plenty of exercise.*

- sth needs/requires/wants** can be followed by an **-ing** form or by a **passive infinitive**

*The car **needs servicing/to be serviced**.*

2 Put the verbs in brackets into -ing form or the correct form of infinitive.

- 0 The police allowed him *to leave* (**leave**) after he had made a statement.
- 1 She advised us (**take**) the short cut through the woods to save time.
- 2 The doctor recommended (**follow**) a diet of fresh fruit and vegetables.
- 3 There's no use (**postpone**) your visit; you'll have to go sooner or later.
- 4 I don't mind (**help**) you with your homework.
- 5 This room needs (**tidy**) before we can use it.
- 6 He omitted (**tell**) us about the meeting.
- 7 Jane started (**have**) bad dreams after being in the car accident.

VERBS TAKING INFINITIVE OR -ING FORM WITH A CHANGE IN MEANING

- forget + to-infinitive** = not remember to do sth when you intend to
I forgot to visit the museum.
forget + -ing form = not to recall
I'll never forget visiting that museum.
- go on + to-infinitive** = stop one action and start another
They first discussed the items on the agenda and then went on to discuss the budget.
go on + -ing form = continue
He went on playing the piano in spite of the neighbour's complaints.
- like + to-infinitive** = find sth good to do
I like to go to the market very early in the morning so that I can select the best vegetables.
like + -ing form = enjoy
I like swimming; it's my favourite pastime.
would like to + infinitive = want to
I would like to meet your friend; he sounds interesting.
- mean + to-infinitive** = intend to
She means to discuss the matter with the headmaster.
mean + -ing form = involve, entail
It means changing the original plans.
- propose + to-infinitive** = intend
I propose to build three more classrooms.
propose + -ing form = suggest
I propose trying that new Chinese restaurant.
- regret + to-infinitive** = be sorry to have to do sth
I regret to inform you that your application has been rejected.
regret + -ing form = feel sorry about a past action
I regret buying this car because it is always breaking down.
- remember + to-infinitive** = not forget to do sth when you intend to.
**Remember to lock the door before you leave the house.
remember + -ing form = recall
*She remembers locking the door before leaving the house.***
- try + to-infinitive** = attempt
We tried to persuade him not to go, but he wouldn't listen.
try + -ing form = do as an experiment
They tried advertising their business in the local newspaper.
- stop + to-infinitive** = stop sth temporarily, in order to do sth else
She stopped to talk to her neighbour as she was taking her dog for a walk.
stop + -ing form = finish, stop permanently
They stopped talking when the teacher came into the class.
- (be) understood + to-infinitive** = give the impression
He is understood to agree that negotiations are necessary.
understand + -ing form = to understand sb else's feelings or actions
I can understand his feeling angry about their decision.
- want + to-infinitive** = wish
I want to extend my visa.
want + -ing form = need sth done
The battery's flat; it wants recharging.
- dread + to-infinitive** = be afraid (specific)
I dread to think how much he may suffer.
dread + -ing form = to fear greatly (general)
I dread going to the doctor.

3a Grammar: Infinitive & -ing Forms

- **hate + to-infinitive** = hate what one is about to do
I hate to interrupt you but I need some help.
hate + -ing form = feel sorry for what one is doing
I hate causing you inconvenience.
- **be sorry + to-infinitive** = regret sth/feel regret
I am sorry to hear of his illness.
be sorry for + -ing form = apologise
I am sorry for shouting at you.
- **be afraid + to-infinitive** = the subject is too frightened to do sth
She was afraid to drive the car.
be afraid of + -ing form = the subject fears that the action expressed by the gerund may happen
She didn't want to drive the car; she was afraid of causing an accident.
- **be ashamed to + infinitive** (the infinitive refers to a subsequent action)
She was ashamed to admit that she had lied.
be ashamed of + -ing form (the gerund refers to a present or previous action)
She's ashamed of lying, and swears she'll never do it again.
- **would prefer + to-infinitive** (specific action)
I would prefer to be left alone just now.
prefer + -ing form (general)
I prefer swimming to running.
prefer + to-infinitive (general)
He prefers to study at night.
- **can't/couldn't bear + infinitive** (specific)
I can't bear to tell him the bad news.
can't/couldn't bear + -ing form (general)
I can't bear telling people bad news.

CONVERSATIONAL GRAMMAR

3 Choose the correct item.

- His colleagues secretly tried his advancement in the company.
A blocking C block
B to block D to be blocking
- I propose we the speeches until the end of the event.
A leaving C leave
B to leave D be leaving
- Would you rather at home or regular hours in an office?
A to work C worked
B work D working
- "Are you coming to the wedding?"
"Yes but I would prefer not to the reception afterwards."
A going C having gone
B to go D to have gone
- "Everything I do fails; I'm a walking disaster."
"I suggest you complaining and count your blessings."
A stopping C to have stopped
B stop D to stop
- "Have you made your decision yet?"
"I'd prefer right now, if you don't mind."
A not answer C not to answer
B not answering D to not answer
- "I thought you liked a challenge!"
"Not the kind that involves off a bridge with a rubber band round my ankles!"
A jumping C to jump
B jump D to jumping
- "Has Paul been told yet?"
"Not yet. I dread his out!"
A to find C finding
B find D to be finding
- "I refuse to write the report."
"How dare you the boss's instructions!"
A to defy C to be defying
B defying D defy
- "Is there something wrong?"
"Yes, but I'm afraid you because you'll be angry."
A of telling C to tell
B telling D tell

4 Put the verbs in brackets into the -ing form or the correct form of the infinitive.

- 1 The architect resented (modify) the design at such a late stage.
- 2 If you want to learn to ride, you must first try (maintain) control of the horse.
- 3 She's certain to want to come to the party but I very much doubt she'll wish (participate) in the dancing.
- 4 I suggest you (consult) a specialist for a second opinion before having the operation.
- 5 They began (argue) at breakfast and are still quarrelling now.
- 6 I don't support (use) live animals for experiments under any circumstances.
- 7 Daniel intends (take) a gap year between school and university and wants to travel around Europe.
- 8 It was strange that the file went missing, because he distinctly remembered (put) it in the cabinet before he left.
- 9 I hate (say) this, but I think you've overstepped the mark this time.
- 10 I vaguely recall (meet) him in 1999 at a teaching seminar.
- 11 The flowers need (arrange) and the cake needs to be baked.
- 12 Concerning my eldest son, I wouldn't even venture a guess as to what he is planning (do).

5 Put the verbs in brackets into the -ing form or the correct form of the infinitive.

Like many people, I dislike 0) *having* (have) someone 1) (look) over my shoulder while 2) (read) my newspaper on the bus. I find it difficult 3) (prevent) myself from 4) (say) something sarcastic to the onlooker, as 5) (peruse) one's newspaper is a private affair. To my mind, 6) (invade) a reader's space in this way is rather like 7) (invite) oneself 8) (join) a private conversation. We seldom seem 9) (tolerate) rudeness of this kind in ordinary circumstances. I consider my precious few minutes with a newspaper exactly that – mine!

6 Put the verbs in brackets into the -ing form or the correct form of the infinitive.

It is difficult 0) *to understand* (understand) why millions of cinema-goers queue for hours 1) (obtain) tickets to see the latest "blockbuster", only 2) (discover) that the film is a bitter disappointment. 3) (pay) scant regard to reliable reviews, they appear 4) (prefer) 5) (place) their trust in extravagant claims made by the film promoters. These are the marketers whose sole purpose is 6) (boost) ticket sales, thereby 7) (line) the pockets of the film makers and 8) (ensure) a tidy profit, 9) (enable) them 10) (produce) yet another film of equally poor quality. So, if you're anxious 11) (know) whether you're likely 12) (get) value for money, and if the last film you saw was a real let-down, try 13) (read) what the critics say, first.

7 Put the verbs in brackets into the -ing form or the correct form of the infinitive.

You know that dreadful feeling: 0) *sleeping* (sleep) through the alarm clock and then 1) (worry) that you'll be too late 2) (meet) your friend for coffee or 3) (get) to work on time. Few people have reason 4) (stop) and wonder how many others might also be 5) (hurry) to various destinations at that moment, 6) (know) they will probably miss their appointments. Although you might not be a particularly punctual person, you may still be tempted 7) (ask) why British social lives are so often ruled by the clock. Perhaps we would all benefit from 8) (slow) down and 9) (follow) the examples of southern Europeans. In Greece, for example, punctuality frequently obeys the laws of "rubber time", 10) (allow) for flexibility and the reassuring thought that nobody worries too much if you arrive a little later than expected.

STRUCTURAL CONVERSION

- 1 **Driving** fast is dangerous.
It is dangerous to drive fast.
- 2 She is **too** young to get married.
She **isn't** old **enough** to get married.
- 3 **He couldn't help** noticing that she was upset.
It didn't escape his attention **that** she was upset.
- 4 The prospect of a short holiday **fills me with** pleasure.
I look forward to (having) a short holiday.
- 5 **It's quite unnecessary** to answer his letter.
Answering his letter is quite unnecessary/pointless.
There's no point (in) answering his letter.
It's no use answering his letter.
- 6 **It was difficult** for her to believe that she had won.
She **had difficulty (in)** believing that she had won.
She **could hardly** believe that she had won.
She **found it difficult** to believe that she had won.
- 7 **Would you be so kind as to** pass the salad?
Do/Would you mind passing the salad?
Could you pass the salad, please?
- 8 **It took me an hour to do** my hair.
I took an hour **to do** my hair.
Doing my hair **took** (me) an hour.
I spent an hour **doing/on** my hair.
- 9 **Do you intend to go/going** to her party, tomorrow?
Will you be going to her party tomorrow?
Are you thinking of going to her party tomorrow?
- 10 **It's out of the question** to expect me to apologise.
I have no intention of apologising.
Fancy even suggesting that I apologise!
I don't mean/intend to apologise.
I most certainly won't apologise.
- 11 **Mary objects to** lying.
Lying is something that Mary objects to/hates/loathes.
- 12 **I'm not in the habit of** waking up early.
I'm not used to waking up early.
- 13 **He made me open** my suitcase.
I was made to open my suitcase.
- 14 **I can't remember** reading this novel.
I have no recollection of reading this novel.
- 15 **It's a waste of time** trying to make yourself understood.
It's not worth trying to make yourself understood.

8 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 I refuse to pay the bill.
intention
I have the bill.
- 2 He is too irresponsible to run the department.
charge
He is not of the department.
- 3 Sheila is worried about the proposed changes at work.
prospect
The worry.
- 4 Would you please keep your mobile phone switched off during the flight?
mind
Would you the plane is airborne?
- 5 We waited on the bus for an hour before the engine was fixed.
took
They while we waited on the bus.
- 6 Ian was not used to doing such strenuous training.
habit
Ian was strenuously.
- 7 You should always wear a seatbelt.
unwise
It is a seatbelt.
- 8 I apologise but I completely forgot about our appointment.
confess
I must my mind.
- 9 There's a possibility that you may be able to get a grant.
eligible
We are pleased a grant.
- 10 At least make an attempt at the exercise; it might not be as difficult as you think it is.
try
If you it easier than you think.

- 11 Perhaps a high-fibre diet will do you good.
benefit
You high-fibre diet.
- 12 He continued his speech, even though they all appeared uninterested.
on
He that they all appeared uninterested.
- 13 Sonia's preference is for a nine-to-five job.
rather
Sonia from nine to five.
- 14 I will probably have to get my car serviced soon.
need
My car soon.
- 15 It is believed that the two rival companies have agreed to the merger.
through
The two rival companies the merger.
- 16 Nadia said nothing because she was afraid of offending them.
fear
Nadia remained silent offence.
- 17 It was very nice of you to let us know about the change in venue.
appreciate
We change.
- 18 He didn't have a clue about what it would be like to live in the country.
envisage
He in the country.
- 19 If you invest all your savings in this scheme, you may lose them.
risk
You run if you invest them in this scheme.
- 20 I don't really want to go to the reception.
feel
I to the reception.
- 21 I bet you wouldn't swim that far out!
dare
I don't that far out!
- 22 When he locked the door, the telephone rang.
just
He the telephone ringing.
- 23 Your sending her flowers in hospital was a thoughtful gesture.
kind
It in hospital.
- 24 I couldn't help noticing how friendly he's been towards you recently.
not
His my notice.
- 25 I am delighted to make your acquaintance.
pleasure
It is you.

CONVERSATIONAL GRAMMAR

9 Choose the correct item.

- 1 "How much time do I have to make my choice?"
"I suggest you a quick decision."
A having made C made
B to make D make
- 2 "I'm sure you miss the island, having lived there for so long."
"Yes, I can't imagine it again."
A not seeing C not having seen
B not to see D not to be seeing
- 3 "So, what did the President have to say?"
"He mentioned pension reform and went on that he would reduce unemployment figures."
A adding C to be adding
B add D to add
- 4 "Did you enjoy your picnic?"
"Yes, we had a great time and on the way home we stopped the sunset."
A to admire C to have admired
B admiring D admire

3b English in Use

10 Read the text below and think of the word which best fits each space.

LUNCH

These days, breakfast is widely regarded as the most important meal of the day and dinner the most enjoyable, but lunch? Well, lunch often **0)** *gets* short shrift. For many office workers, it's a quick snack eaten **1)** the go – a sandwich scoffed down whilst checking emails and spreadsheets; a burger eaten whilst running errands. Many employees even skip lunch **2)**

Should **3)** off for lunch be mandatory in the workplace? There are compelling arguments that it should, and not just from the **4)** of view of employee well-being. According to a recent survey, lost productivity from workers who fail to take a lunch break costs British companies close to £50 million a day. The reason? Office employees who don't eat a decent lunch struggle to concentrate fully in the afternoon.

Just a generation **5)** two ago, people understood the importance of lunch. Today, thanks to increasing competition in the workplace and the faster pace of life in general, lunch seems to be going the way of the dodo. Surveys reveal that the majority of British working adults work straight **6)** their lunch break and nearly half believe that official lunch breaks are a **7)** of the past. If you regularly **8)** lunch a miss, change your habit now. The brain needs constant refuelling in order to perform optimally. Skip lunch and your mental focus will be below par for more than half the day.

PHRASAL VERBS 1

11 a) Look at Appendix 1 and fill in one of the prepositions below, then give a synonym for each phrasal verb.

- up • off • on • about • in • round
• out • over • through

0 The rioting was brought *about* by a huge increase in the price of bread.

1 Let's all chip and buy her a gift.

- 2** He brought the business deal through sheer persistence.
- 3** His new song caught right away and entered the top ten the week after its release.
- 4** Don't forget to bring the matter of the new park at the council meeting.
- 5** CBN has just brought a new CD of a collection of songs from the sixties.
- 6** Tradition has been carried into our time in many ways.
- 7** He was brought by his grandmother as he had been orphaned at an early age.
- 8** We brought the unconscious woman with smelling salts.
- 9** The cold weather has brought his cough again.
- 10** That law was brought to protect tenants from being exploited by their landlords.
- 11** The young actress carried the performance without a hitch.
- 12** Carry with your work, please. There's no time to waste.
- 13** The soldier carried his orders, doing exactly what he had been told to do.
- 14** Negotiations between the union and the management have been carrying for months without a result.
- 15** He will carry his plan despite all your objections.
- 16** She is always carrying like a lunatic when she loses something.
- 17** She was walking too quickly for me to catch with her.

b) What's the difference between *charge to* and *charge with*? Use each meaning correctly in a sentence.

- i** **charge to sb** = bill sb
- ii** **charge with** = publicly accuse sb of committing a wrong deed

PHRASAL VERBS 2

12 Match the phrasal verbs in bold with one of the definitions given.

- 0 I'll **call at** the travel agency to collect our tickets.
 1 As soon as John reached Vienna he **was called back** to Paris.
 2 His condition **calls for** immediate medical attention.
 3 The meeting **was called off** due to the chairman's illness.
 4 You'd better **call in** a solicitor before writing your will.
 5 My cousin **was called up** at the age of 19 and died in Vietnam a year later.
 6 The union **has called out** its members to try to get a better deal.
 7 The bully **cleared off** when he saw the teacher approaching.
 8 They **cleared out** the garage to make room for their new car.
 9 It's been raining all morning but it seems **to be clearing up** now.
 10 If you **cleared away** all these books, we'd have room to eat.

- a to cancel
 b to conscript
 c to ask to return
 d to run away
 e to brighten up (of the weather)
 f to visit briefly
 g to get rid of unwanted things
 h to remove, tidy
 i to cause to go on strike
 j to consult
 k to require

- 0 f
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10

IDIOMS/FIXED PHRASES 1

- show one's true colours:** reveal one's character
lost cause: hopeless situation or case
chair a meeting: preside over a meeting
off colour: slightly unwell
have the/a cheek (Inf): dare to do sth unreasonable/annoying
get a bit hot under the collar: get angry/upset
keep one's chin up (Inf): not be discouraged
with flying colours: with great success
get a problem off one's chest: confide in sb
different as chalk and cheese: very different
call sb names: insult sb
play one's cards right: act cleverly

13 Fill in the blanks with one of the idioms/fixed phrases.

- 0 Trying to make them understand how teenagers think is a *lost cause*. They are so conservative.
 1 Paul was asked to as the director was away on business.
 2 Laura passed her exam She came top of the class.
 3 He when he started throwing his weight around at work.
 4 I don't know how he to moan about my spelling when his is even worse.
 5 You look Would you like me to call a doctor for you?
 6 John managed to despite his chronic illness.
 7 If you and speak nicely to your father, he might take you to the fair this afternoon.
 8 Bert and Tom are as different as It's hard to believe that they are brothers!
 9 Those boys are very rude to me. They are always
 10 Instead of just sitting there feeling bad, why not talk about it and?
 11 She when a colleague started criticising her work.

IDIOMS/FIXED PHRASES 2

a wild-goose chase:	hopeless pursuit
be caught red-handed:	be caught while committing a crime/doing sth wrong
crocodile tears:	false tears
a piece of cake:	(sth) easily done
down the drain:	wasted/lost
down in the dumps:	not cheerful
on the dole:	receiving unemployment benefit/social security
go to the dogs:	fail/deteriorate
a red-letter day:	a very important day
let sleeping dogs lie:	avoid mentioning a subject or taking action which could cause trouble

14 Fill in the blanks with one of the idioms/fixed phrases.

- 0 Fred thought the test was *a piece of cake*; he has no doubt that he has passed it.
- 1 I have plenty of spare time but very little money because I am
- 2 Kate is feeling because her boyfriend has left her.
- 3 12 June is for my sister. It's the day she launched her own business.
- 4 Looking for Susan in New York is simply; she could be anywhere.
- 5 You can't fool me with your; I know you're not really upset.
- 6 Please don't bring up that old argument with Joe when you see him. Just
- 7 While some people claim the country is, others think the new government will be able to improve matters.
- 8 The little boy taking the last piece of cake from the tin.
- 9 All the money I'd invested went when the stockmarket crashed.

PREPOSITIONS

15 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 The children were late and had to make a dash *for* the school bus.
- 1 The woman exulted her son's success as a writer.
- 2 We'll have to economise heating or we won't be able to pay the bill.
- 3 I dream becoming a millionaire and buying a big yacht.
- 4 The student was eligible a full grant to study at university.
- 5 The employee showed total disregard the company rules and was dismissed.
- 6 The driver was distracted the commotion and didn't notice that the traffic lights had changed.
- 7 John was so engrossed the film that he forgot about the cake that was in the oven.
- 8 We were totally entranced the prima ballerina's dancing.
- 9 The doctor told me I was deficient iron and would have to take supplements.
- 10 Michael was delighted his promotion to office manager.

16 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 We sold our house *at* a profit; we made £2,000.
- 1 He put the car gear and drove off.
- 2 She's working as a waitress the time being, but her ambition is to become an actress.
- 3 I've met Nicole Kidman the flesh. I even shook her hand.
- 4 She's been a diet for weeks, but she hasn't lost much weight.
- 5 We have a car loan until ours has been repaired.
- 6 Strictly the record, his work is below standard.
- 7 The workers have been strike for three weeks.
- 8 I realised something was of the ordinary when Ann didn't show up for work today.
- 9 We were shocked when she called him an idiot his face.
- 10 He was pain after the operation.
- 11 times he wishes he had never become a doctor.
- 12 all accounts, he is the best basketball player in the association.

- 17** Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.
- 1** Have you ever thought of changing jobs?
mind
Has jobs?
 - 2** These two cars are not in the same class at all.
comparison
There cars.
 - 3** He never stops criticising people.
limit
There people.
 - 4** It's not our habit to eat so early.
used
We so early.
 - 5** What do you think of his appearance?
strike
How you?
 - 6** That man has no pity whatsoever.
devoid
That man pity.
 - 7** He is likely to be promoted.
cards
It is promoted.
 - 8** We were elated by the birth of our first grandchild.
moon
We was born.
 - 9** Employees failing to abide by the rules will be dismissed on the spot.
sack
Employees failing to abide by the rules immediately.
 - 10** Our boss criticises our work all the time.
fault
Our boss work.
 - 11** I don't mind whether you come in the morning or the afternoon.
difference
It in the morning or the afternoon.
 - 12** Women outnumber men by two to one in the company.
twice
There In the company.
 - 13** It's quite likely he will resign soon.
chance
There's will resign soon.
 - 14** As soon as she saw my flatmate, my mother decided she didn't like him.
dislike
My mother my flatmate.
 - 15** Could you have a quick look at my essay before I give it in?
cast
Could you before I hand it in?
 - 16** My father has been healthier since he moved to the country.
improved
My since he moved to the country.
 - 17** The public reacted angrily to the minister's remarks.
drew
The the public.
 - 18** The company has changed a lot since the new management took over.
undergone
The company since the new management took over.
 - 19** Frances is unlikely to be promoted.
prospect
There's promoted.
 - 20** The minister's actions do not conform at all to his pre-election promises.
contrast
The minister's actions his pre-election promises.

FIXED PHRASES

put a damper on:	ruin sth or make it less enjoyable
be in the dark about sth:	be unaware of sth
don't give up your day job (Inf):	continue to do sth you know rather than trying sth new
in broad daylight:	in full view of the public/easily seen
deal a blow to sb or sth:	cause sb great difficulty or spoil their plans
be on the defensive:	protect oneself because one feels insecure or threatened
by definition:	having a quality simply because of what it is
(for) donkey's years (Inf):	(for) a very long time
on the dot:	punctually, exactly on time
lend an ear:	listen to sb in a careful and sympathetic way
play it by ear:	act in a situation by responding to events rather than according to plan
ease off:	reduce in degree, speed or intensity
at the cutting edge:	at the forefront of (eg. technology)
on edge:	tense/nervous/anxious
to no effect (f):	unsuccessful; ineffective
(not) see eye to eye with sb:	(dis)agree with sb
have an eye for:	be good at judging, the worth/quality of sth
more to sth/sb than meets the eye:	sth/sb is more important/interesting than is first seen

18 Complete the sentences using one of the fixed phrases in an appropriate form.

- Todd hadn't prepared for his TV appearance, so he had to and improvise.
- John's losing his money and passport on the first day on his holiday.
- Julia's really been waiting for the results of her university entrance exam.
- Breakfast will be at 7 am; latecomers will go hungry!
- She's been at work ever since she was criticised by her boss for losing an important contract.
- Despite being identical twins, Deidre and Donna don't on everything.
- Mrs Gibson is an extremely shrewd shopper and a bargain.
- Initially Brian appears shy and introspective but there's

19 Choose the correct item.

- I know you have a good voice and have ambitions to be an opera singer, but don't give up your day yet!
A situation C job
B work D place
- I am in the as to where Chris was last night.
A shade C pink
B dark D black
- Breaking his leg dealt a to his chances of becoming a professional footballer.
A thump C hit
B strike D blow
- Jane is a sympathetic listener. She lent me a(n) when I lost my job.
A mind C ear
B mouth D eye
- Let's make a dash for the train now, as the rain seems to be off.
A easing C reducing
B slowing D running
- Our firm is so successful because it is at the cutting of computer technology.
A limit C verge
B fringe D edge

WORD USAGE

- 20 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

CORNISH PASTIES

The Cornish pasty is one of England's most loved and 0) *iconic* types of pasty. Evidence for pasties in British cuisine dates as far back as the 13th century. However, it was only during the 1800s – when the tasty snack evolved in Cornwall to meet the needs of tin miners – that the Cornish pasty attained its 1) claim to the crown of English pasties.

In the past miners carried their pasties to work in a tin bucket, which they heated by burning a candle 2) Pasties were the perfect convenience food for Cornwall's miners as the 3) ingredients (usually meat, potato, onion and swede in a pastry casing) provided the hard-working men with enough 4) to see them through their long, arduous day. Moreover, the pasty's thick crust (crimped edge) made it the ultimate hand-held meal. Miners used the crimped edge to hold the pasty whilst eating and thus avoid being poisoned by the tin and copper dust on their fingertips. They then left the discarded crimping for the 5) 'Knockers' (ghosts) which were said to exist down the mines. Knockers were believed by the miners to cause all manner of 6) unless they were placated with titbits of food.

Today, the Cornish pasty's great international appeal is often attributed to the collapse of Cornwall's tin mining industry and the subsequent 7) of its miners all over the world. Whatever the reason, variations of the pasty can now be found in many countries. However, any Cornish man or woman will tell you that a true Cornish pasty can only be made and baked in Cornwall and that anything else is but a pale 8) of the original.

ICON

DISPUTE

UNDER
WHOLE
SUSTAIN

MISCHIEF

FORTUNE

MIGRATE

IMITATE

- 21 Fill in the blanks with one of the following words.

• heritage • inheritance • legacy • will

- 0 The two brothers of the family fell out over the *inheritance* when their father died.
1 The family were called to the solicitor's office for the reading of their grandfather's
2 The old man's back trouble was the of a childhood fall from a horse.
3 The Acropolis is part of Greece's national
4 His will be held in trust until he is an adult.

- 6 an ocean
7 an allegation
8 the cause of sth
9 an area for oil

- 23 a) Fill in *interval*, *intermission*, *break*.

- 1 between school lessons
2 for coffee
3 in the middle of a film
4 in conversation
5 for lunch
6 between two acts of a play

- b) Fill in *keen*, *enthusiastic*.

- 1 eye
2 on music
3 about travelling
4 response
5 sense of smell
6 greeting
7 swimmer

COLLOCATIONS

- 22 Fill in *investigate*, *explore*.

- 0 *explore* a jungle
1 a possibility
2 a town
3 Mr Smith
4 a crime
5 an idea

3c Practice Test

24 Read the text below and decide which answer (A, B, C or D) best fits each gap.

AUTISM DAY

World Autism Awareness Day is **0** on April 2nd and aims to promote understanding of all issues related to people **1** as being on the spectrum of autism disorders. Like many neurological disorders, ASDs can result in many **2** that can lead to discrimination.

There are many within the autism community who dispute that the condition is a disorder at all and instead **3** forward the view that autism is simply a normal neurological variation and part of the neurodiversity of the human race and, as such, should not be pathologised.

This take on ASDs has led to a certain amount of **4** between the scientists researching autism conditions and the organisations raising awareness of the conditions. A number of **5** groups fear that researchers would like to find a cure for autism, which they maintain would rob them of the **6** of their individuality, while researchers claim to only want a better understanding of the condition and to be able to offer help with some of the effects of autism such as **7** social anxiety. Those involved in research into ASDs **8** that autism should not simply be eradicated but, nonetheless, that it needs to be better understood.

- | | | | |
|--------------------|---------------|------------------|-------------------|
| 0 A noticed | B regarded | C watched | D observed |
| 1 A tabulated | B classified | C graded | D pigeonholed |
| 2 A hallucinations | B impressions | C misconceptions | D delusions |
| 3 A put | B cast | C placed | D stated |
| 4 A scraping | B abrasion | C chafing | D friction |
| 5 A support | B backing | C loyalty | D assistance |
| 6 A extract | B concentrate | C essence | D nectar |
| 7 A maiming | B limping | C hobbling | D crippling |
| 8 A scorn | B concur | C consent | D permit |

25 Read the text below and think of the word which best fits each space. Use only one word in each space.

QUEEN VICTORIA

Queen Victoria first learnt of her destiny **0** during/in a history lesson at the age of ten. Recalling the moment some four decades later, Victoria's governess said that the future queen had reacted to the discovery **1** declaring "I will be good." Young Victoria's combination of earnestness and egotism marked her **2** a child of the age that bears her name. Yet, as queen, Victoria rejected important Victorian values and developments. She had no interest in social issues, for example, **3** though 19th century Britain was an age **4** reform. She was resistant to technological change too, even as mechanical and technological innovations reshaped the face of European civilisation. Most significantly, Victoria was a queen determined to retain political power yet she (unwillingly and unwittingly) presided **5** the transformation of the sovereign's political role **6** a ceremonial one.

Queen Victoria remained on the throne for a **7** of 63 years. She is associated with Britain's great age of industrial expansion, economic progress and, especially, empire. At her death, it was said that Britain had a worldwide empire **8** which "the sun never set".

- 26 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

PROTECTING YOUR RIGHTS

Copyright is the inalienable, 0) *legally* secured right to publish, reproduce and sell the matter and form of a literary, musical, dramatic or artistic work. Copyright is specifically designed to protect an artist, publisher, or other owner against any 1) copying of his works – whether that be by publishing it, performing it in public, filming it, broadcasting it, causing it to be distributed to 2) or making any adaptation of the work. A copyright supplies a copyright holder with a kind of 3) over the created material, which assures him of both control over its use and the monetary benefits derived from that. Historically, copyrights grew out of the same system as royal patent grants, by which certain authors and printers were given the 4) right to publish books and other materials. The 5) purpose of such grants was not to protect authors' or publishers' rights but to raise government revenue and to give governing authorities control over 6) contents. The Statute of Anne, passed in England in 1710, was a 7) in the history of copyright law as it recognised that authors should be the 8) beneficiaries of copyright law. Today, the Berne Convention of 1886 and the Universal Copyright Convention of 1955 protect rights at an international level recognised in all countries.

LEGAL

AUTHORISE

SUBSCRIBE
OWNEXCLUDE
BASEPUBLIC
MILE

PRIME

- 27 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.
remained

Everyone *remained silent when the teacher asked* who the culprit was.

- 1 You will have to give up the whole idea.
option

You the whole idea.

- 2 Victory was stolen from the sprinter at the finish of the race.

robbed

The sprinter line.

- 3 They have definitely agreed to lend us the money.
committed

They the money.

- 4 Do you have to wear a uniform at school?

compulsory

Is at school?

- 5 Don't pay any attention when she complains.

notice

Don't complaints.

- 6 They remain close friends, despite having had many arguments.

fallen

They have had many arguments.

UNIT 4a Grammar: Passive Voice

We form the passive voice by putting the verb **to be** into the same tense as the active verb and adding the past participle of the active verb. The object of the active verb becomes the subject of the passive verb. The subject of the active verb becomes the **'agent'** of the passive verb and is preceded by **'by'**. The **agent is omitted** when it is **a) a pronoun, b) a word like one, someone, people etc, c) easily understood.** (*Someone destroyed the evidence. → The evidence **was destroyed.***) Most transitive verbs can be used in the passive.

Tenses	Active Voice	Passive Voice
Simple Present	The assistant types reports.	Reports are typed (by the assistant).
Simple Past	The assistant typed reports.	Reports were typed (by the assistant).
Present Continuous	The assistant is typing reports.	Reports are being typed (by the assistant).
Past Continuous	The assistant was typing reports.	Reports were being typed (by the assistant).
Present Perfect	The assistant has typed reports.	Reports have been typed (by the assistant).
Past Perfect	The assistant had typed reports.	Reports had been typed (by the assistant).
Simple Future	The assistant will type reports.	Reports will be typed (by the assistant).
Future Perfect	The assistant will have typed reports.	Reports will have been typed (by the assistant).
Conditional	The assistant would type reports.	Reports would be typed (by the assistant).
Conditional Perfect	The assistant would have typed reports.	Reports would have been typed (by the assistant).
Present Infinitive	The assistant ought to type reports.	Reports ought to be typed (by the assistant).
Perfect Infinitive	The assistant ought to have typed reports.	Reports ought to have been typed (by the assistant).
Gerund	The assistant hates people asking her to type reports.	The assistant hates being asked to type reports.
Perfect Gerund	The assistant remembers her boss having asked her to type reports.	The assistant remembers having been asked to type reports (by her boss).

Notes

- Conversational and informal English often replaces the passive form with an active form with **get**. The **get-passive** is normally used in constructions without an agent. *Mary **got** hit. He **got** cut.*
- **Have + object + past participle** can be used colloquially to replace a passive verb when we want to talk about an accident or misfortune. *She **had her leg broken.** (Her leg **was broken.**)*

Use

The passive voice is used:

- when the person who performs the action ("agent") can easily be understood, or is unknown.
***He has been arrested.** (= The police have arrested him.)*
*A new government **has been elected** (= easily understood: by the citizens).*
- when it is necessary to express sth more formally.
*Some people think the Minister was involved in the conspiracy to overthrow the government. → **It is thought that the Minister was involved** in the conspiracy to overthrow the government./**The Minister is thought to have been involved** in the conspiracy to overthrow the government.*
- when we are interested in **the action itself** rather than the person who performs it.
*The new hospital **will be opened** tomorrow (by the Minister of Health).*
- when we mean to be tactful by not naming the agent.
*All my shampoo **has been used.** (instead of: You've used all my shampoo!)*

FURTHER POINTS ON THE PASSIVE VOICE

- *Make, hear, see, help* are followed by **to + infinitive** in the passive voice.
He made her leave. → *She was made **to leave**.*
- *Let* becomes *was/were allowed to* in the passive. When the subject of *let* and the object of the infinitive that follows *let* are the same, then *let*, when used in the passive voice, is followed by a **reflexive pronoun + bare passive infinitive**.
She let me go out. → *I **was allowed to go out**.*
Don't let him tease you. → *Don't **let yourself be teased**.*
- The passive voice with verbs of reporting such as *assume, believe, consider, feel, know, report, say, think, understand* etc is formed in two ways. a) **It + passive verb + that-clause** b) **subject + passive verb + to-infinitive**.
They believe she is a spy. → ***It is believed that she is a spy.***
They believe she is a spy. → ***She is believed to be a spy.***
- Verbs which take two objects such as *allow, ask, give, lend, send*, etc have two passive forms.
He showed me the way to the door. → ***I was shown** the way to the door.* *The way to the door **was shown to me**.*
- Passive voice can take **by + agent** or **with + instrument** (a person is involved), **material, past participles** such as **filled, packed** etc. *It was cut **with a knife**.* (by someone)
*Ice cream is made **with milk**.* *The stadium was filled **with thousands of spectators**.*
- When put into passive voice, verbs that take a dependent preposition are immediately followed by the preposition. *She **accused me of lying**.* → ***I was accused of lying**.*
- When turned into the passive voice, prepositional verbs of movement change to other synonymous verbs which take no preposition.
*Columbus **reached/arrived in** America in 1492.* → *America **was reached** (NOT arrived in) by Columbus in 1492.* *The royal couple **entered/went into** the room arm in arm.* → *The room **was entered** (NOT gone into) by the royal couple arm in arm.*
- Modals do not change in the passive voice. We change the **active infinitive** into **passive infinitive**.
*They **can't repair** the building.* → *The building **can't be repaired**.*

1 Turn the following sentences from active into passive, or vice versa.

- | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <p>1 Susan will have redecorated her flat by the end of the month.
.....</p> | <p>5 Lucy is known to have applied for the manager's position.
.....</p> |
| <p>2 Which car did the family eventually choose?
.....</p> | <p>6 Don't let them take advantage of you.
.....</p> |
| <p>3 The bus timetable is going to be changed during the summer period.
.....</p> | <p>7 Will all the new students be made to learn a second language?
.....</p> |
| <p>4 You must return all books to the library within a week.
.....</p> | <p>8 He wasn't allowed to leave the premises.
.....</p> |

4a Grammar: **Passive Voice**

- 9 The government department should have sent all the necessary forms.
.....
.....
- 10 The toddler dislikes being forced to eat breakfast.
.....
.....
- 11 Peter believes he has left his wallet in his jacket pocket.
.....
.....
- 12 Don't let the gloomy weather depress you.
.....
.....
- 13 I just don't like people staring at me.
.....
.....
- 2 Turn the following from active into passive where necessary.**
- 1 When they hired Hilary, her manager introduced her to important contacts in the industry, and before long she was promoted to head of department.
.....
.....
- 2 The shops have lowered their prices for the sales. The difficulty is that the credit card company has cancelled my credit card, so I can't buy anything.
.....
.....
- 3 Sally says that Harvard University has offered her a place on their Bachelor of Arts course, but she's decided to reject it as Radcliffe has admitted her too.
.....
.....
- 4 Lucy gave me a novel in which someone stole Monet's *Water Lilies* from the National Gallery.
.....
.....
- 5 The ATM withheld my card last night, so now I'll probably get it back on Monday. I just hope the machine doesn't discharge my card over the weekend.
.....
.....
- 6 Most people believe that the government should do more to protect the local environment. I don't think they are doing enough to encourage people to recycle.
.....
.....
- 7 From the manner in which the committee spoke of Madeline Adams, you would have thought they were going to promote her, but instead of that they've just dismissed her.
.....
.....
- 8 It appears they have diagnosed her symptoms as influenza, but they are testing her for suspected pneumonia as well.
.....
.....
- 9 My car's battery went flat and they had to tow it to a mechanic. I will have to pay for the tow truck charges, but if they have to replace the battery I won't have to pay because the guarantee still covers it.
.....
.....
- 10 When they appointed Therese as head chef of the restaurant, they gave her permission to add any new dishes, so she may replace their existing menu.
.....
.....

CONVERSATIONAL GRAMMAR

3 Choose the correct item.

- 1 She was anxious for the post of Personal Assistant to the Director.

A to select C to be selected
B to have selected D to be selecting

- 2 "Why are the Newtons asking for loan repayment modifications?"

"Because their house in the flood."
A was damaged C had damaged
B damaged D was being damaged

- 3 "How's the new town planning project going?"

"Oh, there's still a lot"
A having done C to be done
B has been done D have done

- 4 "How did his speech go?"

"With all the noise outside, he couldn't himself heard."

A make C be made
B be making D have made

- 5 "Did you hear anything about last month's Barclays' robbery?"

"Yes eventually the robbers given a ten-year sentence."

A were being C had
B were D been

STRUCTURAL CONVERSION

- 1 **It is said** that this poem was written by Elytis.

This poem was written by Elytis, so it is said.

Elytis is said to have written this poem.

This poem is said to have been written by Elytis.

They say (that) this poem was written by Elytis.

They say that Elytis wrote this poem.

- 2 **Nothing** more can be done about this matter.

There's nothing more to be done about this matter.

With regard to this matter, there's nothing more to be done.

- 3 **Someone** fitted her new costume.

Her new costume was fitted.

She was fitted for her new costume.

She had her new costume fitted.

- 4 **They don't allow** speeding in the city.

Speeding isn't allowed in the city.

Speeding is forbidden in the city.

- 5 **I'd love you** to take me out.

I'd love to be taken out (by you).

- 6 **He lets people** laugh at him.

He lets himself be laughed at.

- 7 **Your contract says** that you are to be present by 8 am every day.

You are expected to be present by 8 am every day, according to your contract.

- 8 **Her story didn't** deceive me.

I wasn't taken in by her story.

- 9 **He wore a hat so that** no one would recognise him.

He wore a hat to avoid being recognised.

- 10 **I love people** asking for my autograph.

I love being asked for my autograph.

I love it when I'm asked for my autograph.

- 11 **They couldn't** hear him.

He couldn't make himself heard.

- 12 **They saw** him enter the building.

He was seen to enter/entering the building.

- 13 **Who made** this dress?

Who was this dress made by?

- 14 **No actor** can be expected to remember all the names of the plays he has acted in.

No one can expect an actor to remember all the plays he has acted in.

- 4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 She allows her colleagues to take her attention from her work.

distracted

She
..... by her colleagues.

- 2 She locked the door so that nobody would disturb her.

avoid

She
..... disturbed.

4a Grammar: Passive Voice

- 3 We can't do much for him now.
little
 There now.
- 4 I believe parking is prohibited in this area.
permit
 I don't think in this area.
- 5 No student can be expected to know every word in the book.
students
 Nobody in the book.
- 6 The agreement states that you must pay the instalment once a month.
according
 The instalment to the agreement.
- 7 I don't like it when people I don't know very well ask me personal questions.
being
 I people I don't know very well.
- 8 His claim that he didn't know anything didn't deceive me.
taken
 I he didn't know anything.
- 9 Using notes is forbidden in this examination.
allowed
 Notes in this examination.
- 10 I'd hate them to forget about me.
left
 I'd out.
- 11 Allegedly, this book was written by two people.
said
 This two people.
- 12 The patient couldn't walk, so they had to carry him home in a wheel chair.
be
 As the patient couldn't walk he in a wheelchair.

CONVERSATIONAL GRAMMAR

5 Choose the correct item.

- 1 "How was your dinner?"
 "A great success! Our guests ate the appetizers, the two main courses and the dessert. There was literally nothing"
A to be left **C** have left
B left **D** has been left
- 2 "Is there any news about the ex-President?"
 "Well, he's reported the country last night."
A to be leaving **C** to have left
B that he left **D** to leave
- 3 "What do you think of Umberto Eco's novel *The Name of the Rose*?"
 "Well, it widely regarded as his best, but to tell you the truth I'm not crazy about it."
A has been **C** is being
B was **D** is
- 4 "Did you enjoy your graduation ceremony?"
 "Oh yes; I didn't like photographed all the time, though."
A being **C** to have been
B having been **D** it to be
- 5 "How was your first day in your new job?"
 "Extremely embarrassing! We were present ourselves and talk about our previous work experience."
A been asked to **C** being asked
B asked **D** asked to

6 Underline the correct item.

- 0 He hates being asked/asking to sign autographs.
- 1 The new wing of the museum will be open/opened tomorrow by the Minister of Culture.
- 2 It is said that the new cinema complex will have been/to be completed by the summer.
- 3 He recalled having/having been severely bitten by insects the last time he was in the area.
- 4 The walls of our classroom were filled with/by colourful pictures.
- 5 This machinery has been wore/worn out by constant use.
- 6 This old house hasn't been lived/lived in for years.
- 7 The author is said that he spent/to have spent a fortune on his new villa.

7 Read the text below and think of the word which best fits each space. Use only one word in each space.

TEA

Tea (botanical name *Camellia sinensis*) was discovered in China nearly five thousand years ago, but it took several thousand more years before the plant found its way to other parts of the world. Today, tea is grown successfully in over fifty countries, though only about three dozen countries produce it in such quantities **1)** to render the crop commercially important. **2)** to water, tea is the world's most consumed drink.

Of the five main types of tea (black, green, white, oolong and pu-erh), black and green teas account for about 98% of world consumption. White tea was largely unknown outside China and the Orient **3)** recently, but today it is gaining **4)** popularity in other countries. The beverage itself is not white but pale yellow, and has a delicate flavour and a subtly fruity, sweet aftertaste. Of all the teas, white tea is the **5)** processed – the leaves and buds of the *Camellia sinensis* plant are simply allowed to wither in natural sunlight before being lightly processed.

6) the mood to try something new? Pu-erh tea is slowly making its way into Western tea culture. Pu-erh tea – **7)** called because of its origin from the pu-erh region of China – has a very distinctive flavour. It is bold and earthy, with an intensely rich, full-bodied palate that typically improves with aging. Loved by coffee addicts, pu-erh tea can be an acquired taste, but **8)** that is well worth acquiring.

PHRASAL VERBS 1

8 Look at Appendix 1 and fill in one of the prepositions or adverbs from the list below, then give a synonym for each phrasal verb.

- about • round • off • across • through
- down • to • into • out • up • up with
- by • up to • forward • on • over • in
- round to • out in

- 1** They've come our way of thinking at last.
- 2** He came a collection of valuable old coins in the attic.
- 3** How did you come this painting? It's a Picasso, you know.
- 4** This diamond ring came me from my great-grandmother.
- 5** After she was hit on her head by the cricket ball, it took her several minutes to come
- 6** How much did the supermarket bill come this week?
- 7** Did the new play at the National Theatre come your expectations?
- 8** Those tomato seeds I planted in the spring haven't come yet.
- 9** He came several thousand pounds when his grandfather died.
- 10** The party went rather well. Everyone seemed to have enjoyed themselves.
- 11** The students are coming very well in Maths this term.
- 12** It came that Sue's husband had been arrested for speeding.
- 13** I don't know what's come him; he's been acting very oddly lately.
- 14** He came a rash after eating a kilo of strawberries.
- 15** Her latest novel is coming in paperback soon.
- 16** Long hair for men is coming again. More and more men are starting to wear their hair long.
- 17** After the flood, hundreds of volunteers came with offers of assistance.
- 18** We don't know yet how we'll solve the problem but I'm sure someone will come a solution soon.
- 19** Most of the companies which managed to come the economic crisis are now operating very successfully.
- 20** I'm not sure how the accident came but I suspect somebody was being careless.

PHRASAL VERBS 2

deal in:	trade in sth
deal with:	tackle a problem, cope with
do away with:	abolish; get rid of
do down:	criticise
be done for:	be in serious trouble
do out of:	deprive of/cheat
do up:	fasten (a coat etc)
do with:	need/would like
do without:	manage in spite of lack of sth
drive at:	imply, suggest

9 Fill in the correct phrasal verb.

- 0 Can you *do up* my dress, please?
- 1 I'm! Here comes my teacher and she'll see I should be in my Maths lesson.
- 2 The law limiting the amount of foreign exchange you can take out of the country should have been years ago.
- 3 I'm thirsty. I could a cup of tea.
- 4 What were you when you said you might not see Mark for some time?
- 5 He antique furniture and paintings.
- 6 The old man was his life savings by a confidence trickster.
- 7 Surely you can sugar in your coffee for once?

IDIOMS/FIXED PHRASES 1

10 Match the idioms/fixed phrases with the definitions.

0 keep an eye on sth	a have a feeling that sb
1 be green	is talking about you
2 take it easy	b within the rules/just
3 feel one's ears burning	c manage to look serious
4 (keep) a straight face	d be inexperienced
5 be worn out	e very quickly
6 one's flesh and blood	f guard/protect sth
7 fair and square	g insist
8 in a flash	h be very tired
9 put one's foot down	i family member
	j not work too hard, relax

0 f 2 4 6 8
 1 3 5 7 9

Now make sentences using the idioms.

- 0 *Keep an eye on the children for me, will you?*

- 1
 2
 3
 4
 5
 6
 7
 8
 9

IDIOMS/FIXED PHRASES 2

11 Look at Appendix 2 and explain the meaning of the idioms/fixed phrases in bold.

- 1 There were so many **gatecrashers** at the party that I couldn't even see the people I had invited.
- 2 My teacher and I **got off on the wrong foot** in the first lesson but now we are good friends.
- 3 Don't **take her for granted**; she won't be here for ever.
- 4 After I broke up with my fiancé, I was comforted by the fact that **there are plenty more fish in the sea**.
- 5 Most politicians **have the gift of the gab**.
- 6 "**It's all Greek to me**," she said as the professor was explaining the new Maths problem.
- 7 In politics, there is always a little **give and take**.
- 8 I **heard it through/on the grapevine** that we are going to get a rise next month.
- 9 When he met Jennifer he instantly **fell head over heels in love** with her.
- 10 He **put his foot in it** when he told Sally about the surprise party they were planning for her.
- 11 I was asked to make a speech but I couldn't speak because I **had a frog in my throat**.

PREPOSITIONS

12 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 My cousin has a flair *for* languages and can speak more than six.
- 1 The factory owner is not in the habit of fraternising his workers.
- 2 All the animals in the forest fled the fire.
- 3 If you have a grievance the company, please lodge a formal written complaint.
- 4 My car is guaranteed rust for eight years.
- 5 The teacher told me to stop fidgeting and to sit still and concentrate.
- 6 I was furious my sister her always borrowing my clothes without my permission.
- 7 His glee the news of his success was a joy to see.
- 8 You mustn't grieve one trivial mistake.
- 9 He has a fixation becoming the best doctor in the world.
- 10 She does nothing but fret being overweight yet never tries to diet.
- 11 His fidelity the firm has won him great respect.
- 12 He is always gloating his meteoric rise as an actor.
- 13 He is certainly good maths, if not much else.

13 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 1 Her sales methods have been criticised as being odds with company policy.
- 2 I found the ring in the street purely luck.
- 3 I didn't go to see him fear of catching his cold.
- 4 That house has been up sale for two years.
- 5 Come to the party, all means.
- 6 We regard this atrocity as an offence humanity.
- 7 all, I spent £500 on holiday.
- 8 Margot prefers not to buy goods credit.

- 9 He went to the meeting disguise so as not to be recognised.
- 10 There were a lot of problems at the beginning of the school year, but the end everything was all right.
- 11 He was so surprised by the news that he was a loss for words.
- 12 Our teacher was a bad mood today; he shouted everyone.
- 13 Try to get the photograph focus this time.
- 14 They were the trail of the Yeti when the blizzard started.
- 15 answer to your question, the meeting will take place next Tuesday.

14 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words including the word given.

- 1 "That meal would have satisfied a king!" he exclaimed.
fit
"That!" he exclaimed.
- 2 No matter what he does, people don't seem eager to work on the project.
generate
He doesn't seem the project.
- 3 There are hardly any people in the centre of the city in August.
virtually
The centre in August.
- 4 The war has caused emigration to increase.
resulted
The war emigration.
- 5 The board had a secret meeting in order to discuss changes in company policy.
doors
The board company policy.
- 6 She will probably come before the end of May.
likelihood
In of May.

- 7 Young children ask a lot of questions.
apt
Young children questions.
- 8 I won't stay overnight; I'd rather not put you to any trouble.
impose
I won't stay overnight; I don't want you.
- 9 The manager is investigating your complaint.
looked
Your manager.
- 10 She often exaggerates how much she earns.
tendency
She how much she earns.
- 11 Anne has decided to buy fewer clothes from now on.
cut
Anne has decided to from now on.
- 12 Mary always ignores her parents' advice.
notice
Mary her parents' advice.
- 13 I was just about to ring him when he called.
point
I was he called.
- 14 Her mother smiled with delight when Sarah gave her the flowers.
lit
Sarah's when she gave her the flowers.
- 15 His sudden outburst was not consistent with his character.
keeping
His sudden outburst his character.
- 16 Nothing would induce him to leave the house without locking the door.
circumstances
Under without locking the door.
- 17 Since he retired, his main pastime has been gardening.
spent
Since he retired, gardening.
- 18 Marie has the annoying habit of losing her keys.
forever
Marie keys.
- 19 The board of directors will not meet again until the end of the year.
held
A meeting of the board of directors the end of the year.
- 20 A new arrangement over working conditions has been made between the management and the union.
struck
The management over working conditions.

FIXED PHRASES 1

be/have at one's fingertips:	be/have easily available/have free access to
blow a fuse:	become very angry/lose one's temper
come to the fore:	become important or popular
put on a brave face/put a brave face on a situation:	try to hide one's disappointment
without fail:	(do sth) no matter what
few and far between:	scarce/rare
in the flesh:	in person
in full force:	(talking) at length
bear fruit:	be successful
on the face of it:	judging by how sth appears
point the finger of suspicion:	blame sb for sth
see fit:	think suitable or right
flat broke:	penniless
not have the foggiest idea:	not know sth at all
get cold feet:	be nervous or frightened because sth might fail
by/from force of habit:	used to doing sth without thinking

15 Complete the sentences using one of the fixed phrases in an appropriate form.

- Daphne is feeling anxious and is about changing her job.
- The fact that Jane was the only one in the office at her for the missing petty cash.
- Why are you accusing me of breaking the window? I haven't what you are talking about.
- The chances of winning the lottery are unfortunately
- I have tea and cereal every day for breakfast
- Living in the city centre means that you have all the necessary amenities
- The deadline for the project is June 1st
-, the economy seems to be improving but in reality there is the possibility of a recession.

16 Choose the correct item.

- After buying an expensive new penthouse, Marianna was flat
A shattered C smashed
B broke D torn
- The new political party came to the after the general election.
A front C side
B back D fore
- On the eighth day of the strike the Minister fit to make a statement.
A saw C looked
B showed D appeared
- Harry blew a when his holiday was cancelled.
A switch C fuse
B plug D socket
- Despite her poor exam results, Alice put a face on the situation.
A tough C courageous
B brave D bold
- I was thrilled to meet Ewan McGregor in the when I sat next to him at the theatre.
A meat C flesh
B blood D vein

17 Match the items from column A with those from column B and then fill in the blanks with the correct idiom.

Column A	Column B
0 as tough as	a a dog
1 as silent as	b a rake
2 as right as	c a sheet
3 as sick as	d old boots
4 as strong as	e a cucumber
5 as thin as	f a post
6 as white as	g the grave
7 as cool as	h chalk and cheese
8 as deaf as	i an ox
9 as different as	j rain

0 2 4 6 8
1 3 5 7 9

- You couldn't make her cry if you tried. She's *as tough as old boots*.
- You'll have to speak louder; he's
- She turned when he told her the news about the accident.
- Let him carry the trunk. He's
- You may not feel well now, but you'll be in a few days.
- I promise to be about your secret.
- Why is she dieting? She's already
- After eating twelve chocolate bars, he was
- Although everyone else was shaking with nerves, Betsy was
- John and his brother are not at all alike; they're

FIXED PHRASES 2

make common cause with sb:	act together to achieve aim
rise to the challenge:	act and be successful even though sth is new
give chapter and verse:	give every exact detail
hold/keep in check:	control; prevent from becoming too powerful
big cheese (Inf):	person with important job/ position
take sth on the chin (Inf):	bravely accept criticism, punishment etc
chop and change (Inf):	keep changing (your mind)
strike a chord:	make sb feel sympathy/ enthusiasm
claim to fame:	thing which makes sb unusual/important
come clean (Inf):	admit the truth; confess
steer/stay clear of:	avoid sb/sth
part company with (f):	end association
of no/little consequence (f):	of no value/importance
cut corners:	be less thorough
not all it's cracked up to be (Inf):	not as good as people say it is/overestimated
cramp one's style (Inf):	restrict one's behaviour in some way

18 Complete the sentences using one of the fixed phrases in an appropriate form.

- When his boss criticises his work, Jason never complains and
- Firefighting teams worked relentlessly throughout the day and managed to the fire
- The teachers decided the administration in the school and together press for a salary increase.
- Sarah seems unable to make a final choice about her future career. She keeps
- Ted likes to think of himself as a celebrity but his only is that he attended a banquet at Buckingham Palace.
- The employee reluctantly about breaking the new computer and confessed to his boss.

- If you want to lose weight permanently, you should food containing a lot of fat.
- He had to his partner due to their continual disagreements.
- In his attempt to meet the deadline he and handed in a poor presentation.

19 Choose the correct item.

- Gavin will to the challenge of his new promotion.
A raise B rise C ride D arise
- I found the information for the project in the encyclopaedia but I couldn't give and verse on it.
A chapter B extract C poem D unit
- Mr Sirkins is the big in the company as he has just been promoted to the position of Managing Director.
A bread B apple C cheese D meat
- His speech about his long battle with illness struck a with the audience.
A wire B rope C string D chord
- Whether you attend the lecture or not is of little to me.
A consequence C care
B result D circumstance
- Having seen the film that won the Oscar, I was disappointed; it wasn't all that it's up to be.
A creased B cracked C lined D valued
- I prefer to practice the violin alone in my bedroom as having other members of the family listen really my style.
A restricts C obstructs
B impedes D cramps

20 Match the phrases and explain the proverbs.

0 Too many cooks	a is worth two in the bush.
1 Actions speak	b has a silver lining.
2 A stitch in time	c louder than words.
3 A bird in the hand	d catches the worm.
4 Too many chiefs	e but it pours.
5 The early bird	f spoil the broth.
6 Make hay	g and not enough Indians.
7 Every cloud	h crying over spilt milk.
8 It never rains	i while the sun shines.
9 There's no use	j saves nine.

0	f	2	4	6	8
1	3	5	7	9

WORD USAGE

- 21 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

BUSINESS GIFT-GIVING IN CHINA

In many countries, gift-giving is rare in the business world. Indeed, it frequently carries negative **0** *connotations* since it can be construed as bribery. Such is the case in China, where lavish gift-giving was at one time an important part of business etiquette, but is today largely frowned upon. Official policy forbids the practice as the gesture is considered bribery – a criminal offence in the country.

Still, attitudes to gift-giving are **1** in many organisations. The entire process must, however, be approached with **2** For instance, if you wish to give a gift to an individual, you must do so in private and always in the context of friendship, never business. Giving a gift to an entire company can be acceptable, but the gift must only be presented once all business **3** have been concluded. The gift should be wrapped (although not too elaborately) and under no circumstances should it be obviously expensive since the company must not feel under any obligation to **4** There may be times when a gift will absolutely not be accepted. Should you find yourself in this situation, **5** say you understand and **6** the gift.

The Chinese do not usually accept a gift when it is first presented, but will politely refuse three times to reflect modesty and humility. Continue to insist and once the gift is accepted, express **7** Always offer your gift using both your hands and do not expect it to be opened in your presence. It will be set aside and opened in private. This tradition exists so the recipient does not appear greedy or **8** It also eliminates any concern that the recipient's face might show any disappointment with the gift.

CONNOTE

SOFT
DISCRETE

NEGOTIATE

RECIPROCAL
GRACE
DRAW

GRATEFUL

MATERIAL

22 Choose the correct item.

- 0 I'm very sorry, but these are out of stock at the moment.
A goods **C** commodities
B wares **D** supplies
- 1 Each of the house must pay his own tax.
A dweller **C** settler
B resident **D** inhabitant
- 2 My father has decided to a beard to cover a small scar he has on his chin.
A rear **C** breed
B bring up **D** grow
- 3 The farmer makes money by thoroughbred horses.
A bringing up **C** breeding
B nurturing **D** growing
- 4 I spent hours watching a bird its young.
A rear **C** grow up
B breed **D** grow
- 5 "He my rubber, miss!" shouted the boy.
A acquired **C** abducted
B ripped off **D** swiped
- 6 My grandmother was a lovely person who pleasure from helping others.
A gathered **C** deduced
B derived **D** collected
- 7 You were really when you paid £100 for those shoes. They're not even leather!
A swiped **C** pinched
B ripped off **D** pilfered
- 8 Many forest-..... animals were killed in the fire.
A dwelling **C** inhabiting
B residing **D** settling
- 9 This city has four million
A tenants **C** inhabitants
B dwellers **D** settlers

4c Practice Test

23 Read the text below and decide which answer (A, B, C or D) best fits each gap.

GERMANY

The German nation has been through some 0) turbulent history since it's 1) in 1871. It is a history that has resulted in some long-held resentments that even now still 2) the nation. Under the rule of the 3) fist of the first German Chancellor, Otto Von Bismarck, Germany quickly attained power in the world as the country industrialised rapidly. It wasn't long before Germany began to 4) British productivity and became the largest industrial nation in Europe. As the twentieth century 5) , Germany's increasing militarism and the Kaiser's desire for the expansion of the German Empire to give the nation 'a place in the sun' became two of the decisive factors that would lead to the First World War. German industrial production was put on a war 6) but the war effort also lead to suffering amongst the German civilian population and three quarters of a million died from malnutrition during the war.

The shame of defeat and the 7) measures imposed on the country by the Treaty of Versailles are blamed for the subsequent economic collapse of the country, the rise in German nationalism and the advent of the Nazi era; with all the disastrous consequences the dictatorship would have worldwide, the results of which continue to 8) the country to this day.

- | | | | |
|----------------|----------------|---------------|--------------------|
| 0 A openly | B mistakenly | C certainly | D decidedly |
| 1 A foundation | B inauguration | C installment | D investiture |
| 2 A bear | B dog | C rat | D horse |
| 3 A wooden | B iron | C rigid | D inflexible |
| 4 A outlast | B outearn | C outstrip | D outlay |
| 5 A cradled | B bulged | C dawned | D averred |
| 6 A footing | B arming | C handing | D legging |
| 7 A reciprocal | B disciplinary | C subjective | D punitive |
| 8 A haunt | B scare | C weigh | D judge |

24 Read the text below and think of the word which best fits each space. Use only one word in each space.

ISLAND LIFE

Life 0) on a small island may seem idyllic, but the reality of living year-round on a small piece of land surrounded by sea is, all too often, anything 1) When the tourist season is over, life and activity on many small islands virtually shut 2) Shopkeepers, hoteliers and restaurant owners flee for the mainland, leaving those who remain to endure the winter months with little entertainment and few services. With not much to do and precious 3) people to interact with, loneliness, boredom and frustration can consume even the most self-sufficient and independent 4) people. Then there are the practical problems. When hit by severe weather, small islands are often left cut 5) from the mainland for days or even weeks, meaning goods and emergency services cannot get to them. Power cuts on islands can take weeks to fix, 6) can telecommunications breakdowns. In short, living on a small island, life is magnified. 7) good, bad, important or insignificant, life's rhythms are felt more intensely. 8) those seeking a temporary escape from the pressures of modern-day life, however, the relaxed pace of island life during wintertime can offer the perfect solution.

- 25 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

LEOPARDS

Leopards are a very wide-ranging carnivore species. They are found in Africa, Asia and the Middle East. Their success in the wild stems partly from their (0) *opportunistic* hunting behaviour (leopards will eat virtually anything they can hunt down); partly from their 1) ability to climb trees even when carrying a heavy carcass; and partly from their exceptional 2) Indeed, it is the leopard's ability to adapt to a diverse range of environments that has helped it survive the increasing human 3) in its habitats.

4) nocturnal, leopards rest in trees or thick bush during the day, their spotted coats providing almost perfect camouflage. When night falls, they use their keen sense of smell and excellent eyesight to capture prey. Being solitary creatures, leopards go out of their way to avoid one another. Each leopard's territory 5) another's only slightly, if at all, and 6) are generally not tolerated except for the purposes of mating. Indeed, unexpected encounters between leopards often lead to fights.

Leopards are graceful and commanding cats. Sadly, populations today do show a declining trend and they are endangered in several parts of the world. Secretive, 7) and shrewd, the leopard's notorious ability for stealth, not to mention its beauty, makes it a prize 8) on safari.

OPPORTUNE

PARALLEL

ADAPT

SETTLE

DOMINATE

LAP

INTRUDE

ELUDE

SEE

- 26 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked* who the culprit was.

- 1 Some people accept that life is full of problems.

resigned

Some people full of problems.

- 2 He makes too many mistakes to be considered for promotion.

frequent

His be considered for promotion.

- 3 He will not be put off taking that trip to China.

deter

Nothing trip to China.

- 4 Neil is unreliable and often breaks his promises.

goes

Neil is unreliable and promises.

- 5 Virtue is of little value in a corrupt government.

counts

Virtue government.

- 6 Margaret is said to be a very good cook.

reputation

Margaret very good cook.

UNIT 5a Grammar: Reported Speech

Direct speech is the exact words someone said or wrote.

Reported speech is retelling exactly what someone said or wrote, without using their actual words.

There are three types of Direct Speech which can be reported:

- A** statements **B** questions **C** commands/requests

Direct Speech

- STATEMENT
"The plane will be late," they said. →
- QUESTION
"Why are you late?" she asked. →
"Are you feeling well?" he asked me. →
- COMMAND/REQUEST
"Don't touch it!" he said. →
"Turn on the light, please," he said. →

Reported Speech

- THAT-CLAUSE
They said (that) the plane would be late.
- WH-CLAUSE or IF-CLAUSE
She asked why I was late.
He asked me if I was feeling well.
- TO-INFINITIVE
He told me not to touch it.
He asked me to turn on the light.

The most common reporting verbs are **say**, **tell** and **ask**.

- We use **say** with or without **to + personal object** in direct speech but without **to + personal object** in reported speech.
"I don't know what to do," he said to Mary.
He said (that) he didn't know what to do.
- We use **tell** in direct and reported speech with a **personal object**.
"I don't know where the café is," she told me.
She told Mary to wait outside the head teacher's office.

Notes

- We can use **say + infinitive**.
The teacher said to study harder.
- We cannot use **say about**. We can use **tell sb/speak/talk about** instead.
He told us/spoke/talked about his experiences travelling in Canada.
- We use **ask** in reported questions and commands.
He said to me, "Please don't move!"
He asked me not to move.
He said, "Do you like strawberries?"
He asked me if I liked strawberries.

There are some common expressions with **say**, **tell** and **ask**. These are:

say	say good morning etc, say a few words, say no more, say one's prayers, say sth, say so, say for certain etc
tell	tell the truth, tell a lie, tell sb the time, tell sb one's name, tell sb's fortune, tell a story, tell a secret, tell sb so, tell sb the way, tell one from another, tell the difference etc
ask	ask a favour, ask the time, ask a question, ask the price etc

1 Fill in the blanks with say, tell, speak or ask in the right form.

- 0 "I don't think he will be on time," he said.
- 1 Mark likes about his schooldays.
- 2 She the price of the hairdryer that was in the sale.
- 3 He goodbye to his mother and left for school.
- 4 Father used to us a story before we went to bed.
- 5 Sharon me to help her with her homework.
- 6 "I can't her secret," she to me.
- 7 I think he will come but I can't for certain.

CHANGING FROM DIRECT INTO REPORTED SPEECH

- Verb tenses change as follows:

Direct Speech

Simple Present

*"I **drink** coffee every morning," she said.*

Present Continuous

*"I'm **having** a nice time," she said.*

Present Perfect Simple

*"I've **booked** my summer holiday," he said.*

Present Perfect Continuous

*"I've **been waiting** for you all morning," he said.*

Simple Past

*"I **failed** my driving test," he said.*

Past Continuous

*"I **was watching** TV at 9 pm," he said.*

Simple Future

*"I'll **tidy** my room tomorrow," she said.*

Future Continuous

*"I'll **be working** in Paris next year," he said.***Reported Speech**

Simple Past

→ *She said (that) she **drank** coffee every morning*

Past Continuous

→ *She said (that) she **was having** a nice time*

Past Perfect Simple

→ *He said (that) he **had booked** his summer holiday.*

Past Perfect Continuous

→ *He said (that) he **had been waiting** for me all morning*

Past Perfect

→ *He said (that) he **had failed** his driving test.*

Past Perfect Continuous

→ *He said (that) he **had been watching** TV at 9 pm.*

Conditional

→ *She said (that) she **would tidy** her room the next day.*

Conditional Continuous

→ *He said (that) he **would be working** in Paris the following year.***Note:** Past Perfect Simple and Continuous do not change their forms in Reported Speech.

- The following words also change:

Direct Speech

this/these

here

come (when referring to direction)

bring

*He said to me, "They **came** into the room and sat down."**She said to me, "Stand **here** and wait for me."***Reported Speech**

that/those/the

there

go

take

→ *He told me they **went** into the room and sat down.*→ *She told me to stand **there** and wait for her.*

- Pronouns and possessive adjectives change according to the meaning of the sentence.

Direct Speech*He said, "I **can't** do it **myself**."***Reported Speech**→ *He said (that) he **couldn't** do it **himself**.*

- Time expressions change as follows:

Direct Speech

tonight

now

now that

today

yesterday

tomorrow

tomorrow morning

last night

the day before yesterday

the day after tomorrow

this week/month/year

last week/month/year/Monday etc

next week/month/year/Monday etc

two days/years etc ago

*"He left **last week**," she said.***Reported Speech**

that night

then, at that time, at once/immediately

since

that day

the day before, the previous day

the day after, the following day, the next day

the morning after, the following morning/the next morning

the night before, the previous night

two days before

in two days' time/in two days

that week/month/year

the previous week/month/year/Monday etc

the following week/month/year/Monday etc

two days/years etc before

→ *She said (that) he had left **the previous week/the week before**.*

5a Grammar: Reported Speech

There is no change in the verb tenses in reported speech when:

	Possibility/Impossibility	Permission/Concession
• the sentence expresses a general truth or permanent states and conditions.	My mother said, "It gets dark earlier in the winter."	My mother said (that) it gets dark earlier in the winter.
• the introductory verb is in the Present, Future or Present Perfect tense.	She says/will say/has said , "I can cook well."	She says/will say/has said (that) she can cook well.
• the verb of the sentence is in the Unreal Past (e.g. 2nd type conditionals, wishes, it's time, would rather, suppose, as if)	He said, " I would rather they didn't stay with me." She said, " It's time we went home."	He said (that) he would rather they didn't stay with him. She said (that) it was time they went home.
• the following verbs are used: had better, could, would, used to, needn't have, should, might and ought to.	Her boyfriend said, "I really ought to go home." She said, " I'd better consult the doctor this evening."	Her boyfriend said (that) he really ought to go home. She said (that) she'd better consult the doctor that evening.
• there is Past Simple or Past Continuous in a Clause of Time.	She said, " When I was swimming , I got cramp."	She said (that) when she was swimming , she got cramp.
• the sentence expresses sth which is believed to be true. In this case the verb tense can either change or remain unchanged. However, if the sentence expresses sth which is not believed to be true, then the verb usually changes.	He said, "Ethiopia is an underdeveloped country." (true) He said, "Ethiopia is a highly developed country." (false)	He said (that) Ethiopia is/was an underdeveloped country. He said (that) Ethiopia was a highly developed country.
• it is up-to-date reporting.	Anne said, "War has broken out ."	Anne said (that) war has broken out .

2 Rewrite the following sentences in reported speech.

- "Don't walk on the white carpet!" said the mother to her son.
The mother told her son not to walk on the white carpet.
- "Egypt has a very long recorded history," she said.
.....
- "Do you think Terence will join us for dinner tonight?" Joanne asked me.
.....
- Peter said, "The waiter has made a mistake with the bill."
.....
- "Stop picking on your younger sister?" he said to his daughter.
.....
- "Would it be possible to extend my club membership?" Adrienne asked the manager.
.....
- "I have no intention of lending Nick my car," said Diane.
.....
- "What did the car dealer tell you?" Isabelle asked me.
.....

MODAL VERBS IN REPORTED SPEECH

Modal verbs generally remain unchanged in reported speech. Some of them, however, change as follows:

must	Direct Speech	Reported Speech
<ul style="list-style-type: none"> When must expresses obligation, it changes into had to (when the sentence in direct speech refers to the present) or would have to (when the sentence in direct speech refers to the future). 	<p>He said, "You must try harder."</p> <p>He said, "I must get my hair cut."</p>	<p>He said (that) I had to try harder.</p> <p>He said (that) he would have to get his hair cut.</p>
<ul style="list-style-type: none"> When must expresses advice, duty or logical assumption, it does not change or it changes into should. 	<p>He said, "You must try that new restaurant." (advice)</p> <p>He said, "You must always lock the door before you leave." (duty)</p> <p>He said, "You must be tired." (logical assumption)</p>	<p>He said (that) I must/should try that new restaurant.</p> <p>He said (that) I must/should always lock the door before I leave/left.</p> <p>He said (that) I must be tired.</p>
<ul style="list-style-type: none"> mustn't usually remains unchanged or it is expressed by wasn't to/weren't to/couldn't or a negative infinitive. 	<p>He said to me, "You mustn't enter that room."</p>	<p>He told me (that) I mustn't/wasn't to/couldn't enter that room. or He told me not to enter that room.</p>
can changes into:	Direct Speech	Reported Speech
<ul style="list-style-type: none"> could when the sentence in direct speech refers to the present. would be able to when the sentence in direct speech refers to the future. 	<p>He said, "I can help you."</p> <p>He said, "I can finish it tomorrow."</p>	<p>He said (that) he could help me.</p> <p>He said (that) he would be able to finish it the following day.</p>
shall changes into:	Direct Speech	Reported Speech
<ul style="list-style-type: none"> offered when it expresses willingness to do sth. should when it asks for advice. would when it is used instead of will. 	<p>He said, "Shall I open the door?"</p> <p>He said, "What shall I do?"</p> <p>He said, "When shall we arrive?"</p> <p>He said, "I shall be in Wales next week."</p>	<p>He offered to open the door.</p> <p>He asked what he should do.</p> <p>He asked when they would arrive.</p> <p>He said he would be in Wales the following week.</p>
needn't changes into:	Direct Speech	Reported Speech
<ul style="list-style-type: none"> didn't need to/didn't have to when the sentence in direct speech refers to the present or remains the same. wouldn't have to when the sentence in direct speech refers to the future. 	<p>She said, "You needn't worry."</p> <p>She said, "You needn't give me a lift tomorrow."</p>	<p>She said I didn't need to/didn't have to worry.</p> <p>She said I wouldn't have to give her a lift the following day.</p>
may changes into:	Direct Speech	Reported Speech
<ul style="list-style-type: none"> might when it expresses probability. could when it expresses permission or concession. 	<p>He said "It may snow tonight."</p> <p>He said "You may go."</p>	<p>He said it might snow that night.</p> <p>He said I could go.</p>

5a Grammar: Reported Speech

3 Rewrite the following sentences in reported speech.

- 1 The waitress said, "Shall I put the leftover pizza in a doggy bag for you?"
.....
.....
- 2 My boss said, "You needn't attend the meeting tomorrow."
.....
.....
- 3 The supervisor said, "You mustn't overlook such a serious mistake again."
.....
.....
- 4 Margaret said to the airhostess, "When shall we be landing?"
.....
.....
- 5 Martin said, "I can give you a definite answer next Friday."
.....
.....
- 6 My lawyer said, "You needn't give me your final answer now."
.....
.....
- 7 Peter said, "I may not finish my project in time."
.....
.....
- 8 The chairperson said, "We must meet again on Saturday afternoon."
.....
.....
- 9 The assistant chef said, "What shall I do with the extra pastry dough?"
.....
.....
- 10 He said, "You must be very hungry."
.....
.....

EXCLAMATIONS – "YES" & "NO" SHORT ANSWERS – QUESTION TAGS

- A Exclamations** are introduced in reported speech by **exclaim, say or give an exclamation, with an exclamation of surprise/horror/disgust/delight, thank, warn, wish, call** etc. They usually become statements when reported and the exclamation mark becomes a full stop.

Direct Speech

She said, "Happy Birthday!"

"Yuk!" she said when she saw the mouldy cake.

He said, "You idiot!"

Reported Speech

→ She **wished me (a) happy birthday.**

→ She **gave an exclamation of disgust** when she saw the mouldy cake.

→ He **called me an idiot.**

- B "Yes" and "No"** short answers are expressed in reported speech by **subject + appropriate auxiliary/introductory verb**.

Direct Speech

"Will you come with me?" he said.

"Yes," I said.

"Can I have a pay rise?" he said.

"No," the boss replied.

Reported Speech

→ He asked me if I would go with him and I said **I would.**

→ He asked (the boss) if he could have a pay rise and/but the boss **refused/said he couldn't.**

C Question Tags

Question tags are omitted in reported speech. However, we can use the verb **remind** as a suitable introductory verb in order to retain their effect.

Direct Speech

"This isn't the first time she has made this mistake, **is it?**" he said.

Reported Speech

He **reminded me** that it wasn't the first time (that) she had made that mistake.

4 Turn the following sentences into reported speech.

1 "Will you lend me your car?" he said. "No," his father said.

2 "What a wonderful present!" Frances said.

3 "Well done! That was a wonderful performance," she said to them.

4 She said, "Be careful with that knife! It's very sharp!"

5 "Good luck with the test," he said.

6 "That's revolting!" he said when he tasted the soup.

7 "The curry we ate at the restaurant made us ill, didn't it?" Joe said. "It certainly did," Elizabeth replied.

8 "You liar!" she said to him.

9 "Will you remind me to phone Jim later?" he said. "Yes," I said.

INTRODUCTORY VERBS

Introductory Verbs	Direct Speech	Reported Speech
agree claim demand offer promise refuse threaten	"Yes, I'll take the job." "I know the Prime Minister." "I must be informed of your decision now." "Shall I help you?" "I will write to you next week." "No, I won't tell you the answer." "Slow down or I'll get out of the car."	He agreed to take the job. He claimed to know the Prime Minister. He demanded to be informed of my decision immediately. He offered to help me. He promised to write to me the next/ following week. He refused to tell me the answer. He threatened to get out of the car if I didn't slow down.
advise allow ask beg command encourage forbid instruct invite order permit remind urge warn want	"You should see a doctor." "You can leave early." "Please, don't shout at me." "Please, please, don't punish me." "Turn around!" "Go on, buy yourself a new car!" "You mustn't talk during the test." "Turn left at the traffic lights." "I'd like you to come to my wedding." "Stop talking at once!" "You may enter the palace." "Don't forget to post the letters." "Think about it very seriously." "Don't believe a word." "I'd very much like you to come."	He advised me to see a doctor. He allowed me to leave early. He asked me not to shout at him. He begged me not to punish him. He commanded her to turn around. He encouraged me to buy a new car. He forbade us to talk during the test. He instructed me to turn left at the traffic lights. He invited me (to go) to his wedding. He ordered me to stop talking. He permitted me to enter the palace. He reminded me to post the letters. He urged me to think about it very seriously. He warned me not to believe a word. He very much wanted me to go.

5a Grammar: Reported Speech

accuse sb of	} + -ing form	"You lied to me."	He accused me of lying/having lied to him.
admit (to)		"Yes, I'm the culprit."	He admitted (to) being the culprit.
apologise for		"I'm sorry I missed the meeting."	He apologised for missing/having missed the meeting.
deny		"I didn't lose the tickets."	He denied losing/having lost the tickets.
insist on		"You must let me help you."	He insisted on me/my letting him help me.
suggest		"Let's go to the park!"	He suggested going to the park.
complain to sb about + -ing form/noun		"You're always late to work!"	He complained to me about my lateness/being late to work.
agree	} + that-clause	"Yes, it is a foolish idea."	He agreed that it was a foolish idea.
claim		"I've never seen her before."	He claimed that he had never seen her before.
complain		"You never listen to me."	He complained that I never listened to him.
deny		"No, I didn't see the accident."	He denied that he had seen the accident.
exclaim		"What a horrible colour!"	He exclaimed that it was a horrible colour.
explain		"Cheating in exams is a very serious matter."	He explained that cheating in exams was a very serious matter.
inform sb		"The cheque for the car is in the post."	He informed me that the cheque for the car was in the post.
promise		"I'll be very careful."	He promised that he would be very careful.
suggest	} + that-clause	"You ought to try harder."	He suggested that I should try harder.
remind sb		"Remember you're on a diet."	He reminded me that I was on a diet.
warn sb		"That water's hot!"	He warned me that the water was hot.
explain to sb + why/how + clause		"That's how I recognised the film star."	He explained to me how he had recognised the film star.
wonder where/what/why/how + clause		He asked himself, "Why is she unhappy?"	He wondered why she was unhappy.
wonder where/what/how + infinitive (when the subject of the infinitive is the same as the subject of the verb)		He asked himself, "Where shall I buy her present?"	He wondered where to buy her present.

5 Rewrite the following sentences in reported speech, using an appropriate introductory verb.

- "Would you like to come to a show with me tonight?" he said.
.....
- "Shall we buy some new furniture for the study?" she said.
.....
- "He's always moaning about his mother-in-law," she said.
.....
- "I'll give you the money back tomorrow," she said.
.....
- She asked herself, "When shall I see him again?"
.....
- "Give us the money or we'll reveal your secret," the blackmailers said to her.
.....

- 7 "Don't forget you have a doctor's appointment at 11 am," I said to him.
.....
.....
- 8 "Please, please, give me one more chance," the boy said to me.
.....
.....
- 9 "You will attend your aunt's wedding," my father said.
.....
.....
- 10 "It was John who wrote this graffiti on the wall," said his brother.
.....
.....
- 11 "Why don't we postpone the meeting for tomorrow?" the boss said.
.....
.....
- 12 "We know you lied in your statement," the policeman said.
.....
.....

MIXED TYPES OF REPORTED SPEECH

In everyday conversation, we use a mixture of statements, commands and questions. When changing them into reported speech, we can connect them with the following linkers: **and, as, adding that, and he added that, because, but, since, and he/she went on to say, and he/she continued, explaining that** etc or **the introductory verb in present participle form**. Language features such as **oh, well** etc, which are used in direct speech, are omitted in reported speech.

Direct Speech

"Oh, it's very cold," he said. "Shall I close the window?" →

"He can't come," she said. "He has a meeting." →

"Why don't you buy a Mini?" he said.
"They're very economical to run." →

Reported Speech

He remarked that it was very cold **and** offered to close the window. (*Oh* is omitted.)

She said that he couldn't go **as/because/since** he had a meeting.

He suggested that I should buy a Mini, **explaining** that they **are/were** very economical to run.

6 Turn the following into reported speech.

- 1 "I know that John's an adventurous businessman," Paul said. "I'd never have expected him to get mixed up with such a notorious firm, though."
.....
.....
.....
- 2 "When I first came here," Susan said, "I had a hard time with the language, but now that I've been here for five years, I find I can communicate without any difficulty."
.....
.....
.....
- 3 She went on to say, "I usually only teach beginners classes but since we're understaffed at the moment, I have to take an advanced class too."
.....
.....
.....
- 4 "I hope," he said, "that you'll consider taking over the shop when I retire as you've developed an excellent eye for antiques. And that's quite a compliment, I assure you, coming from me."
.....
.....
.....

5a Grammar: Reported Speech

- 5 "Who are you going to leave the house to?" I asked my uncle. "Perhaps," I went on, "you should leave it to Sarah as she seems to be the most attached to it."
- 6 "Don't imagine that just because I've criticised you, I don't think you're a good musician," he said to me. "With enough practice, I have no doubt that you will be able to work as a professional."
- 7 "Is he going to accept the job offer," she asked, "or will he just continue to stagnate here until it's time for him to retire?"
- 8 "I've heard her say that she may give up her job and open a restaurant," he said. "She's certainly a good enough cook to do it."
- 9 "I needn't have bothered to buy a new tyre," she said, "as I didn't have to change the old one after all."
- 10 "I couldn't believe my ears when I heard they'd split up," she said to me. "Could you phone Jane to see if it's really true?"
- 11 "Oh, it looks as if we'll have to cancel the meeting since Julia is going to be away," he said. "Do you know when she'll be back?"
- 12 "What do you think about going to a new restaurant tonight?" he said to his wife. "I've just read about one that's meant to be very good."
- 13 "By the way, if anyone rings while I'm out," she told her secretary George, "please take a message and tell them that I won't be here until tomorrow afternoon."
- 14 "I might be able to come," he said to Sarah, "although I won't be able to let you know until tomorrow."
- 15 "Shall I pass on the news to the staff," I asked him, "or would you prefer I didn't until you've had a chance to confirm it with the boss?"
- 16 "All right, I made a terrible mistake, but I really didn't do it on purpose," she said.

7 Rewrite the following dialogue in reported speech.

Mr Jones: Mr Smith, would you come into my office, please?

Mr Smith: Certainly, sir.

Mr Jones: Look, we have a problem with the office Christmas party. Mrs White was organising it, but she has been taken ill.

Mr Smith: Would you like me to arrange it instead?

Mr Jones: That would be wonderful! And you'll definitely get a gift basket for yourself and your wife for your extra work.

8 Rewrite the following passage in direct speech.

The postman asked Mr Wood to sign for the parcel, explaining that it had been sent by Recorded Delivery. Mr Wood exclaimed that it was the gardening book he had been waiting for, and wondered whether the postman was interested in gardening. The postman said that he was very keen on it and that he had a very large garden that was difficult to look after. He asked if Mr Wood could give him any advice on the subject, and Mr Wood offered to lend him the book. The postman accepted his offer gladly and thanked him.

CONVERSATIONAL GRAMMAR

9 Choose the correct item.

- "What lie did Liz tell you this time?"
"She claimed before she was two."
A that she could write C about writing
B to writing D that she write
- "What was Bob yelling about?"
"He warned touch that wire."
A me to not C that I don't
B that I not D me not to
- "So, how is Anne getting to the airport?"
"She said that her brother her a lift."
A would have given C should give
B would give D could be given
- "Did they find out who had taken the money?"
"Yes. Robert finally admitted it all."
A to spend C to have spent
B have spending D to having spent
- "Why do you look so upset?"
"Mum refused after my flat while I'm away."
A my looking C to looking
B to look D me to look
- "What did the dietician say to Angela?"
"He advised down on fats or she would develop heart problems in later life."
A to cut C her to cut
B that she cuts D her cut
- "What did Ivan suggest?"
"He suggested on an excursion tomorrow."
A going C we to go
B us to go D to going
- The firefighter ordered the building at once.
A to everyone evacuating C to be evacuated
B everyone to evacuate D evacuating
- "What's the matter with Terry and Paula?"
"They said that if the business continued to do so badly, they sell the house."
A would have to C had to
B must D should
- "How did Gina react when you arrived at her surprise birthday party?"
"She exclaimed a wonderful surprise."
A to be C being
B that it was D to being

5a Grammar: Reported Speech

10 Rewrite the following dialogue in reported speech.

Sally: I'm sorry to bother you, Jackie, but I've run out of sugar. Do you think I could borrow some?

Jackie: Yes, of course. Brown or white?

Sally: I'd rather have white. Do take some money for it, please.

Jackie: Don't be silly! I won't accept any money.

Sally: Well, all right, if you insist. What about me buying you some more tomorrow?

11 Rewrite the following passage in direct speech.

The doctor told Mr Green to sit down and tell him what was wrong. Mr Green replied that his knee hurt when he walked and he complained it was keeping him awake at night. The doctor asked him to roll up his trousers and explained that he needed to examine his knee. Mr Green enquired whether it was anything serious, and the doctor assured him that he had just strained a muscle and advised Mr Green to rest his leg, adding it would be better in a few days. The doctor warned him not to walk on it, otherwise he could do some permanent damage to it.

12 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1 "I don't approve of people who tell lies," he said.
disapproval

He
..... tell lies.

2 She refused to go to bed until she had seen her favourite soap opera.
insisted

She
..... she went to bed.

3 "Should I ask for help or do it myself?" Jeff wondered.
himself

Jeff
..... do it himself.

4 "No, I didn't laugh at him," Danny said.
laughed

Danny
..... at him.

5 "That's the way the radiator should be installed," the shopkeeper said to us.
how

The
..... install the radiator.

6 "Let's go to the planetarium next Saturday," he said.
going

He
..... Saturday.

7 "The food is awful here," George said.
about

George
..... there.

8 "Honestly, I will wash up for you this evening," Max told his mother.
do

Max
..... evening.

9 "I'd really like it if you could come sailing with us," Terry said to me.
me

Terry
..... with them.

10 "Shall I help you with your research?" Jenny said.
to

Jenny
..... research.

13 Read the text below and think of the word which best fits each space. Use only one word in each space.

TRUFFLES

Of the hundreds of different types of mushrooms that are regularly consumed in the world, **0** *one* in particular is prized **1** all others: the truffle. At first sight, you could be forgiven for doubting the truffle's worthiness of its title 'king of the mushrooms'. Round, warty, and irregular in shape, truffles look **2** but appetising. But get past the deceptive appearance and an intense aroma and a superb flavour awaits you.

Truffles, which **3** all mushrooms are fungi, grow underground in close association with the roots of certain species of tree. Although found in many countries around the world, truffles are extremely rare as environmental conditions must be just right in order for them to grow. The rarity of truffles, **4** with the fact that pigs or dogs are needed to sniff **5** their subterranean locations, explains their exorbitant price: typically around \$2,000 per kilogram.

Because the conditions needed for truffles to thrive are exceptionally difficult to reproduce commercially, most truffles bought and sold today are harvested from the wild. Many varieties of truffle exist, but black and white truffles – from France and Italy **6** – are the most sought **7** Because these truffles are in such high demand, many fraudulent dealers buy inferior truffles and colour them in order to pass them **8** as black or white truffles. In order to guarantee the authenticity of a truffle, it must be bought from a reliable dealer with an established reputation. To best enjoy truffles, they should be eaten fresh and uncooked shortly after being harvested, as the strength of their flavour decreases rapidly with time.

PHRASAL VERBS 1

14 Look at Appendix 1 and fill in the blanks with one of the prepositions or adverbs from the box below.

• out of • off • into • for • back • on • up • down on • in • out • at • up on

- 0 The government has decided to cut *back* expenditure on health services.
- 1 He was cheated his full holiday entitlement due to a change in company policy.
- 2 I truly feel you in your terrible misfortune.
- 3 The interviewer kept cutting when the Minister was trying to answer the question.
- 4 Sales of houses have dropped considerably this year.
- 5 She's trying to get on with her schoolmates but she doesn't really fit
- 6 Their house was cut from the village by the flooding river.
- 7 Winter is coming. It's getting darker and the days are really starting to draw
- 8 He had to draw his savings to pay his rent after he was made redundant.
- 9 I wish you wouldn't fly me like that every time I make a mistake.
- 10 The limousine drew in front of the theatre and the actress got out.
- 11 Yes, I've already heard the news. Simon dropped to tell me this morning.
- 12 During the power workers' strike the electricity was cut at regular intervals.
- 13 He was forced to drop college when his father died.
- 14 The unforeseen expense on the new house ate my savings, but it was worth it.
- 15 He was told to cut sugar and fat or he would suffer serious health problems.
- 16 This composition would be better if you cut the second paragraph.
- 17 They've fitted their kitchen with new cupboards.
- 18 She drew the lecture to nearly three hours although it was only supposed to last an hour.
- 19 We'll have to organise a union meeting if we want to head a strike.
- 20 Could you check the children and see what they're up to?

PHRASAL VERBS 2

15 Match the phrasal verbs in bold with the definitions given.

- | | |
|------------------------------------------------------------------------------|---------------------------|
| 0 The soldiers fell back when the enemy appeared on the horizon. | a to fall in love with sb |
| 1 During the war many men joined up in order to defend their country. | b to decline |
| 2 She fell back on her own ingenuity when all else failed. | c to agree with |
| 3 John fell for Susan at first sight. They got married a month later. | d to fail to happen |
| 4 The roof of the house fell in during the earthquake. | e to retreat |
| 5 To avoid an argument, she fell in with her husband's plans. | f to quarrel |
| 6 When Tom saw the food, he fell on it and ate it greedily. | g to collapse |
| 7 Attendance has greatly fallen off during the Christmas period. | h to attack |
| 8 They always fall out with each other over the household accounts. | i to enlist in the army |
| 9 Their holiday plan fell through when the children became ill. | j to turn to sth for help |

0 e 1 2 3 4 5 6 7 8 9

IDIOMS/FIXED PHRASES 1

16 Look at Appendix 2 and explain the following idioms/fixed phrases in bold.

- Linda must be lacking in **grey matter** if she can't understand this.
- She has lived here so long that she knows the town **like the back of her hand**.
- Would you **hold your horses** and stop complaining? I'll be ready as soon as I can!
- All the praise he's got from his teachers has **gone to his head**; now he thinks he's the best student in the school.
- I'd appreciate it if you could **lend me a hand** with these bags; I can't carry them all by myself.
- Kristina **had her hands full** after giving birth to triplets.
- When he failed the exam for the third time, he **lost heart** and decided not to try again.
- Mary is **hand in glove** with her supervisor, and as a result knows everything that's going on in the office.
- When they heard the sound of police sirens, the burglars **took to their heels** and managed to escape.
- I heard the news **straight from the horse's mouth**; John himself told me he was planning to change jobs.
- I daren't tell him my plans; I know he's incapable of **keeping things under his hat**.
- He **has so much time on his hands** now that he's retired that he's taken up several new hobbies.
- As the politician hadn't had the chance to prepare a speech, he had to deliver one **off the cuff**.
- She **had her heart in her mouth** all the time the firemen were trying to rescue her child from the building.
- A torch **comes in handy** when you go on a camping trip.
- Talking this matter over again is just **flogging a dead horse**; we don't have anything new to discuss.
- Someone is going to have to do something about the violence at football matches before the situation completely **gets out of hand**.
- You have to try ice-skating a number of times before you **get the hang of it**.
- You should be careful about criticising her as she always **takes it to heart**.
- She was a **bit of a dark horse**; nobody knew she was a published poet.
- The author **struck gold** with her new novel.

IDIOMS/FIXED PHRASES 2

break the ice:	ease the tension when one first meets people
the tip of the iceberg:	small evident part of a much larger concealed situation
ill at ease:	uneasy, uncomfortable
the ins and outs:	the details of an activity
have many irons in the fire:	to have a lot of plans/possibilities in progress at the same time
be in for the high jump:	be about to be punished
have a job:	find sth difficult to do
stew in one's own juice(s):	suffer the consequences of one's own actions
keep up with the Joneses:	compete with others for status/material goods
before you can say Jack Robinson:	extremely quickly

17 Fill in the blanks with one of the idioms/fixed phrases above.

- George has so *many irons in the fire* that if he decides not to accept the sales job he has the pick of at least seven other positions.
- It's your own fault you got the sack; now you will have to
- When someone threatened to report him to the police, Peter was out of the house
- Having worked for the firm for years, she knew all the of company policy.
- The children who broke the window will when their father finds out.
- When she introduced her two friends, she tried to by mentioning the interests they had in common.
- Our neighbours do their best by buying the latest model car and most expensive furniture.
- She cooking a three-course dinner for fifteen people.
- He was at the party as he didn't know anyone who was there.

PREPOSITIONS

18 Look at Appendix 5 and fill in the blanks with the correct preposition.

- You should not use aerosols because they're harmful *to* the environment.
- Surgeons operated her last night; her condition is said to be satisfactory.
- The teacher was deaf Nick's explanation of why he hadn't done his homework.
- It was so cold in the tent that the children had to huddle up to keep warm.
- She haggled the shopkeeper over the price of the souvenir.
- We still haven't heard the insurance company about our claim.
- Commuters found themselves faced a lengthy public transport strike.
- I've received an invitation the annual nurses' conference in Glasgow.
- Mr Smith is becoming increasingly impatient this class as they never pay attention.
- I'm indebted my husband for his support in my new business venture.
- The computer in the reception is inferior the one in my office.
- He says he's feeling a bit colour today.
- regard to your request, I'm afraid there's nothing I can do about it.
- She wasn't allowed in the cinema because she was age.
- The castaways were stranded an island for nearly a week.
- He is a solicitor profession.
- This coat was a sale when I bought it so it was very cheap.
- He is arrears with his loan repayments.
- I will lend you the money condition that you pay it back within the month.
- Strawberries are only season in May and June.
- He is an expert name only; he actually knows very little about the subject.

19 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Everyone was in a deep sleep when the fire started.
sound
Everyone broke out.
- 2 She doesn't know whether she should marry him.
minds
She him.
- 3 She sued the newspaper as the article they'd written about her had damaged her reputation.
injuriously
She sued the newspaper as her reputation.
- 4 Seeing the damage to his car, Jerry became furious.
beside
Jerry he saw the damage to his car.
- 5 He was dismissed for neglecting his work.
led
His dismissal.
- 6 She looks exactly like her mother. They could be taken for twins!
exact
She's her mother.
- 7 His illness was serious but he managed to recover from it.
of
In he managed to get over it.
- 8 They promised me they would come.
word
They come.
- 9 The occasional cream cake won't do you any harm.
now
A won't do you any harm.
- 10 He resented the way she spoke to him.
exception
He she spoke to him.
- 11 There is a bus to the station every half hour on Saturdays.
intervals
There is a bus to the station on Saturdays.
- 12 We found her manner rather off-putting.
by
We her manner.
- 13 No matter how much he was criticised, his confidence was not affected.
amount
No his confidence.
- 14 Jane goes abroad a lot in the course of her job.
involves
Jane's abroad.
- 15 How will the changes affect the company?
implications
What the company?
- 16 They have no idea why Lena resigned.
mystery
It's Lena resigned.
- 17 They should have given us more time to finish the work.
insufficient
We to finish the work.
- 18 The concert was cancelled because of the strike.
resulted
The strike cancelled.
- 19 I happened to see James as he walked past the door.
caught
I he walked past the door.
- 20 He made an attempt to solve the equation, but he couldn't do it.
go
He but he couldn't do it.

FIXED PHRASES

gain ground:	make progress/become more popular
beat sb at their own game (inf):	to use an opponent's tactics/methods to defeat them
give the game away:	reveal a secret or one's feelings
throw down the gauntlet:	challenge sb
glid the lily:	spoil sth beautiful by additions
fit like a glove:	fit perfectly
move the goalposts:	change the rules or demands of a situation
have a lot going for you:	have a lot of things in your favour
as good as:	practically, very nearly
up for grabs (inf):	available to those who are interested
dig one's own grave:	cause one's own failure
grind to a halt:	slowly stop/come to an end
come/get to grips with:	consider seriously and start to take action
get off the ground:	begin or start functioning
come to grief:	be unsuccessful
make a go of it/sth:	have some success
for good:	permanently
stick to one's guns:	keep to your opinion

- 7 The lawyer knew that to win his case he had
..... the prosecuting counsel
- 8 All Sue's efforts to keep the business going
..... and she was forced to declare herself bankrupt.
- 9 Their marriage had its difficulties, but they
..... for the sake of her children.

21 Choose the correct item.

- 1 For busy people in today's society, lifestyle management is gaining
A points C ground
B speed D terrain
- 2 We at Buyrite throw down the to competitors to match us for price, quality and service.
A mitten C sword
B gauntlet D hat
- 3 Every time the government meets their demands, the union leaders move the
A lamp-posts C bus stops
B goalposts D roadblocks
- 4 The designer is averse to gilding the , preferring clean, simple lines for his creations.
A lily C rose
B flower D daisy
- 5 During pioneer days a lot of land in the United States was up for
A gain C taking
B promotion D grabs
- 6 With fuel in short supply, machinery in the factory slowly ground to a(n)
A halt C pause
B finish D end
- 7 This lovely new dress fits like a
A treat C gown
B gauntlet D glove
- 8 The teacher was adamant and stuck to his about the date of the final exam.
A weapons C thumb
B guns D neck
- 9 David decided that smoking was ruining his health and so gave it up for
A all C good
B always D once

20 Complete the sentences using one of the fixed phrases in an appropriate form.

- 1 For a new invention
....., a lot of time and money are needed.
- 2 If you are computer literate, you
..... in the workplace nowadays.
- 3 When inflation reached double figures, the government had to
the problem.
- 4 The new Pension Act
eliminates some of the basic rights of pensioners.
- 5 You'll if you keep dropping hints about Peter's surprise birthday party.
- 6 The patient was told that he
..... with his unhealthy diet.

WORD USAGE

- 22 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

HEALING FLOWERS

From time 0) *immemorial*, flowers have cast a spell on mankind, as the human senses are powerfully affected by beauty and fragrance. Although we primarily appreciate flowers for the 1) effects they have on our psyche, many contain compounds that can influence our physical 2) The bright yellow star-shaped flowers of St. John's wort, for example, have been used for centuries to treat cuts and burns, as they contain compounds with 3) properties. Likewise, calendula blossoms have been used since Roman times to heal wounds because they contain substances that reduce 4) Marigold is a good all-purpose healer, especially potent for skin problems, throat disorders and poor 5); and echinacea flowers are known to help fight off certain viral infections, especially the common cold. In recent studies, the pink and white flowers of the hawthorn tree have been shown to improve the symptoms of heart disease, including shortness of breath, fluid 6) and fatigue. And tea made from chamomile flowers is a favourite to help to ease indigestion and other gastrointestinal complaints. The incredible 7) properties of flowers have been exploited by humans for millennia. Botanists believe there are probably more than a quarter of a million species of 8) plant in the world. As mankind continues to investigate the healing powers of flowers, doubtless many more will make their way into our medicine cabinets.

MEMORY

LIFT

WELL

BACTERIA

FLAME

CIRCLE

RETAIN

CURE

FLOWER

COLLOCATIONS

- 23 Fill in *lost*, *stray*.

- | | |
|---------------------|----------------------|
| 0 <i>lost</i> money | 5 cat |
| 1 dog | 6 child |
| 2 property | 7 hope |
| 3 opportunity | 8 youth |
| 4 bullet | 9 lock of hair |

- 24 Fill in *produce*, *generate*.

- | |
|---------------------------|
| 1 cars in a factory |
| 2 discussion |
| 3 new jobs |
| 4 warmth/power |
| 5 offspring |
| 6 bad feelings |
| 7 a play |

- 25 Fill in the collocational grid.

	fake	counterfeit	forged	mock	false
money					
fur					
cream					
painting					
pearls					
document					
passport					
jewellery					

26 Choose the correct item.

- 1 I hate the way Tony around looking so self-important.
A struts C slithers
B scampers D slinks
- 2 The dog under the table when I shouted at him for eating my steak.
A slithered C slunk
B scampered D strutted
- 3 Rosie the kitten playfully around with a ball.
A slunk C slithered
B strutted D scampered
- 4 A long, green snake through the grass and disappeared.
A strutted C slunk
B slithered D scampered
- 5 She tried to Tom's importance to the company in order to gain a promotion for herself.
A diminish C shrink
B dwindle D reject
- 6 Due to inflation, my savings have gradually to practically nothing.
A fallen C reduced
B dwindled D rejected
- 7 My new pullover to half its previous size when I washed it.
A shrank C diminished
B reduced D dwindled
- 8 I need to my weight by about ten kilos for health reasons.
A reduce C dwindle
B diminish D shrink
- 9 I don't think you're suitably for this party.
A clothed C wearing
B clad D dressed
- 10 The mountains were in thick cloud.
A clothing C dressing
B clothed D wearing

27 Read the text below and decide which answer (A, B, C or D) best fits each gap.

CORALS

Many of the most endangered coral species around the world are 0) severe pressure from the aquarium trade. Corals are notoriously hard to 1) in captivity and therefore the trade is still 2) dependent on harvesting from the wild. Trade in coral and coral reef species is substantial. An estimated 30 million fish and 1.5 million live stony corals are removed from seas around the world every year. The aquarium industry targets some 1,500 species of reef fish. Many die 3) transit, leading collectors to gather even more animals to 4) for their losses. Furthermore, many of the fish taken for the aquarium trade are captured using cyanide and other poisons. The result, more often than 5), is consumer fraud: aquarium fanciers frequently buy fish that are in the 6) of dying from the poisons used to capture them. Sadly, international law has failed, and continues to fail, to protect coral reefs and tropical fish from being 7) by a growing collectors market. The 21st century will be the most important in the existence of coral reefs over the past 5,000 to 10,000 years. Humans will make important decisions (either intentionally or by indecision) that will 8) the fate of these fragile and crucially important ecosystems.

- | | | | |
|----------------|---------------|---------------|-------------|
| 0 A undergoing | B in | C having | ④ under |
| 1 A propagate | B proliferate | C manufacture | D fabricate |
| 2 A adequately | B closely | C heavily | D amply |
| 3 A through | B in | C via | D over |
| 4 A settle | B counteract | C compensate | D offset |
| 5 A not | B follows | C choice | D so |
| 6 A manner | B process | C way | D action |
| 7 A cut | B reduced | C decimated | D lessened |
| 8 A choose | B decide | C validate | D verify |

5c Practice Test

28 Read the text below and choose the correct answer (A, B, C, or D).

CHARCUTERIE

Charcuterie is the ancient art of preparing cooked meats, especially pork, and 0) them into cured hams, pates, terrines, sausages and other such 1) delicacies. This ancient 2) method was first developed by the Romans but found its apotheosis in medieval France. France today still produces the best charcuterie in the world and the various food items produced in French charcuteries are highly 3) by nearly all the world's 4) gastronomes.

There can be little doubt that charcuterie was first developed as a way of preserving meat long before the 5) of refrigeration. The main preservative was salt and the use of drying and smoking techniques to 6) moisture from the meats and thus ensure a much longer 7) life.

Today, though there is no need to cure meats so that they keep longer, charcuterie products are still as popular as ever. This is not so surprising when you consider that master charcuteriers have had hundreds of years to perfect the flavours and seasonings to 8) the tastebuds and palate of food lovers everywhere.

- | | | | |
|------------------|-----------------|-------------|----------------|
| 0 A turning | B changing | C shaping | D bringing |
| 1 A sought-after | B looked-after | C cared-for | D open-mouthed |
| 2 A nutritious | B gastronomical | C culinary | D nutritional |
| 3 A decorated | B rewarded | C honoured | D prized |
| 4 A essential | B leading | C paramount | D key |
| 5 A entrance | B passage | C crossing | D advent |
| 6 A extract | B withdraw | C elicit | D delete |
| 7 A cupboard | B shelf | C table | D rack |
| 8 A coax | B lure | C tempt | D attract |

29 Read the text below and think of the word which best fits each space. Use only one word in each space.

SMALL TALK

It's often said the British talk about the weather more than any other nationality in the world. Some people even go 0) so far as to claim that they talk about little 1) But while it may seem that the British 2) have an undue obsession with the weather, the fact is, climatic conditions are a common topic of conversation all around the world. This is hardly surprising. After all, the weather is one of the few things that we all have in common, and it influences us profoundly. It affects our 3) of mind, our daily activities, our weekend plans, and more.

But that's only part of the story. There's really a lot 4) to it than that. In Britain, conversations about the weather are usually not really about the weather at all. The British use comments about the weather to 5) the ice in social situations, fill awkward or uncomfortable silences during conversations or, simply, as a greeting. Remarks like 'Nice day, isn't it?', 'Ooh, isn't it hot?' and 'Looks 6) rain, no?' are not requests for meteorological data. Rather, they are ritual greetings used to indicate someone wishes to engage you in conversation; they are conversation fillers when a person is stuck 7) something to say; or they are simply signs of friendliness. Learners of the English do 8) to understand the fundamental function remarks about the weather serve in British social interaction.

- 30 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

LAKE VICTORIA

Lake Victoria is the largest of all Africa's lakes and the second largest freshwater lake in the world. Situated in East Africa, its 0) *extensive* surface is shared by three countries: Uganda, Tanzania and Kenya.

Sadly, Lake Victoria is at the centre of a perfect storm of environmental crises today. Millions of litres of 1) sewage and industrial waste flow into Lake Victoria every week, fouling its waters. Agricultural 2) into the lake is high and excessive 3) of natural vegetation along its shoreline has affected its ecology. A booming fish export industry has led to the extinction of many of the lake's fishes, and exploding algae blooms now regularly suffocate the lake's flora and fauna. Water hyacinth has become a major 4) plant species. Even Lake Victoria's circumference is shrinking. The reason? Lake Victoria is unique in that most of its water (some 80%) comes from 5) falling directly onto its surface, not water from inflowing rivers and streams. Thus, Lake Victoria is highly vulnerable to global warming. Any decrease in 6) causes this incredibly shallow lake (the average depth is just 80 metres) to shrink in size.

The problems that affect Lake Victoria are so severe that there is consensus amongst scientists that, unless action is taken soon, this much-needed body of water will cease to sustain life or even dry up completely. Over thirty million people's lives are 7) from that of Lake Victoria's, making this one of the world's worst 8) environmental disasters.

EXTEND

TREAT
RUN
CLEAR

INVADE

PRECIPITATE

RAIN

SEPARATE
FOLD

- 31 Complete the second sentence so that it has a similar meaning to the first, using the word given. Do not change the word given. Use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked who* the culprit was.

- 1 The lecturer is an expert on modern art.

wide

The lecturer art.

- 2 He behaved in an incomprehensible way at the party.

beyond

His behaviour comprehension.

- 3 I consider him my worst enemy.

look

I enemy.

- 4 Mary is bound to pass her exam.

foregone

It her exam.

- 5 Len tried to do the exercise, but without success.

matter

No do the exercise.

- 6 Only Paul succeeded in acquiring high grades.

failed

Everyone high grades.

UNIT 6a Grammar: Adjectives – Adverbs

ADJECTIVES

Adjectives describe people, places, things, ideas, etc. They have only one form in singular and plural, and can be placed before nouns or after verbs such as **appear, keep, make, feel, sound, smell, look, taste**, etc.

She is a **pretty** girl.

It smells **horrible**.

They are **hard-working** students.

Keep **quiet**, please!

Most common adjectives (**large, long, heavy, late**, etc) do not have a particular ending. However, there are certain common endings for adjectives which are formed from nouns and verbs. These are:

-able	fashionable	-ous	courageous	-ist	racist
-al	classical	-esque	picturesque	-less	careless
-ant	petulant	-ful	careful	-like	businesslike
-ar	angular	-ian	Canadian	-ly	friendly
-ary	imaginary	-ible	possible	-ory	introductory
-ate	fortunate	-ic	historic	-ous	famous
-en	wooden	-ical	historical	-some	quarrelsome
-ent	dependent	-ious	hilarious	-y	lucky
-ean	Shakespearean	-ish	reddish		

The most common prefixes used with adjectives are:

a-	amoral	im-	impossible	pre-	premature
ab-	abnormal	in-	intolerant	pro-	pro-American
anti-	anti-aircraft	ir-	irregular	sub-	subtropical
dis-	dishonest	mal-	malnourished	super-	superhuman
extra-	extracurricular	non-	non-stop	un-	untrue
hyper-	hypersensitive	over-	overgrown	under-	undermanned
il-	illegal	post-	post-modern		

1 Write the adjectives made from the following words.

day	rust	energy
victory	accident	sun
base	responsibility	hesitate
fear	affection	circle
use	life	glory
beauty	fool	humour

2 Use the word given in capitals to form a word that fits in the space in the same line.

- I was told that the information I was looking for was classified and **ACCESS** to the public.
- His business methods have gained him a bad name. **SCRUPLE**
- Jane's behaviour towards her superiors led to her dismissal from the job. **RESPECT**
- The manager was so with his work that he failed to notice me standing there. **OCCUPY**
- The child was emaciated and after being abandoned by its parents. **NOURISH**
- "Her hand writing is; how does she expect me to read it?" **LEGIBLE**
- Special schools are recommended for children. **ADJUST**
- The city of Hong Kong is known to be noisy, and polluted **POPULATE**

Notes on Adjectives

- Compound adjectives are formed with:

present participles

past participles

cardinal numbers + nouns

prefixes and suffixes

well, badly, ill, poorly + participles

long-standing debt, *long-playing* record

self-employed carpenter, *candle-lit* restaurant

one-year-old girl, *three-day* course, a £30 pair of shoes

non-stop show, *waterproof* watch

well-paid clerk, *ill-fitting* shirt, *poorly-paid* assistant

- Some adjectives ending **-ly** look like adverbs (friendly, motherly, lonely, lovely). These adjectives form their adverbs by adding the word **way/manner/fashion**.
She behaved in a very friendly way/manner/fashion.
- Some adjectives such as **poor**, **late** and **old** have different meanings, according to where they are placed in the sentence.
My grandfather is very old. (in years)
Tony is an old friend of mine. (I've known him for a long time)
- Certain adjectives can be used with **the** to represent a group as a whole:
the rich, the dead, the young, the unemployed, the homeless, the blind, etc
- Present and past participles can be used as adjectives.
Present participles describe **the quality** of a noun.
annoying behaviour (What kind of behaviour? annoying)
Past participles describe **how the subject feels**.
annoyed teacher (How does the teacher feel? annoyed)
- Nouns describing materials, substances, purpose, and use can be used as adjectives, but they do not have comparative or superlative forms and cannot be modified by **very**.

a cotton shirt	a stone wall	a summer dress	BUT	a wooden table	(NOT *wood table)
a silver brooch	a gold necklace	a chopping board		a woollen coat	(NOT *wool coat)

However, there are adjectives derived from the above nouns. These adjectives have a metaphorical meaning.
silky hair (hair like silk), *golden* hair, *silvery* moon, *stony* look etc
- There are certain adverbs such as **above**, **upstairs**, **downstairs**, **inside**, etc which can be used as **adjectives**.
an **upstairs** room the **downstairs** bathroom the **above** rule the **inside** page etc
- Little**, **old** and **young** are often used in fixed adjective-noun combinations, so they are always placed next to the noun they modify.
This young man spends too much money. *That little girl* seems to be lost.
- Adjectives which describe absolute qualities such as **left**, **right**, **single**, **correct**, **equal**, **absent**, etc do not have comparative or superlative forms.

3 Make compound adjectives to describe the following:

- A boy who has straight hair.
- A woman with green eyes.
- A dog which barks constantly.
- A car that moves fast.
- A parent who has a broad mind.
- A table with three legs.
- A teacher with good qualifications.
- A student who speaks French.
- A workshop which lasts four hours.
- A room with poor lighting.

6a Grammar: Adjectives – Adverbs

4 Fill in the appropriate present or past participle.

- That's a most (**irritate**) noise, isn't it?
- Thankfully, the results of the survey were thoroughly (**encourage**).
- The news came as a shock to everyone. The community was (**devastate**).
- It was (**exhilarate**) to be back in San Francisco after such a long time.
- Hamilton's novel was (**inspire**) by a real person.
- It was very (**move**) to see such true love and devotion.

5 Underline the correct item.

- Father drove us to the station in **stone/stony** silence.
- It would be a good idea to pack one or two pairs of thick **woollen/wool** socks.
- The lake looked magnificent in the **silvery/silver** moonlight.
- Jenny got a beautiful **gold/golden** brooch for her birthday.
- Monica visited her aunt in her **summer/summery** house in Majorca.
- The actress was wearing a stunning long **silky/silk** dress.

ORDER OF ADJECTIVES

A general guide to the ordering of adjectives is given below. However, this cannot always be strictly followed since when there is more than one adjective in a sentence, it is rather difficult to say in exactly what order they should be placed, as this depends on the speaker's feeling or intention.

	number	opinion	size/ weight	age	shape	colour/ temperature	verb/ participle form	origin/ nationality	material	noun
all/both/ half/first	three	nice	small		round	brown	carved		wooden	tables
	one		large	old	rectangular			Chinese		mirror

Notes

- When two or more adjectives of the same category are used, the more general adjective comes before the more specific one.
a kind, gentle man
- Commas are only used to separate adjectives which are equally important; they are never used to separate the final adjective from the noun it modifies.
a long, distinguished career *a rare, colourful bird*

6 Put the adjectives into the correct order.

- The screenplay was written by a(n) (**eccentric, French, brilliant**) writer.
- The flower girl wore a (**satin, pretty, white**) dress at the wedding ceremony.
- I'm going to the (**spring, Asian, annual**) festival on Sunday.
- The fruit tart is made with (**red, fresh, delicious**) strawberries.
- The company has produced a new sports car with (**leather, maroon, soft**) seats.
- Corals are (**microscopic, orangey-pink, tropical**) sea animals.

ADVERBS

Adverbs usually describe a verb, but they can also modify adjectives, nouns, sentences or other adverbs. That is, adverbs tell us **how** (adverbs of manner), **when** (adverbs of time), **where** (adverbs of place), **how often** (adverbs of frequency), **to what extent** (adverbs of degree) **something happens** or is.

She entered the room **slowly**. (how? adverb of manner)

She left **yesterday**. (when? adverb of time)

The people **next door** are very unfriendly. (where? adverb of place)

She **usually** goes shopping on Fridays. (how often? adverb of frequency)

He was **absolutely** right in what he said. (to what extent? adverb of degree)

- **Adverbs of manner** are usually formed by adding **-ly** to the adjective.

clever – cleverly bad – badly careful – carefully

- There are also adverbial phrases. They are usually formed with a preposition + noun: at the cinema, in a mess, in the restaurant etc but again and again, now and then, here and there

- **Spelling of -ly adverbs**

quick – quickly	basic – basically		
beautiful – beautifully	sly – slyly	BUT	extreme – extremely
capable – capably	busy – busily		

- **Adjectives/Adverbs with the same form**

best	dear	fair*	free*	inside	low	right*	thick*	wide
cheap*	direct	far	further	last	monthly	slow*	thin*	wrong*
clear*	early	fast	hard	late	past	straight	tight*	yearly etc
cold*	easy*	fine*	high	long	quick*	sure*	weekly	
daily	extra	first*	hourly	loud*			well	

He is a **fast** driver.

→ He drives **fast**.

That was a **cheap** blouse.

→ I bought that blouse **cheap**. (colloquial)

She was the **first** guest to arrive.

→ She arrived **first**.

The adverbs having an asterisk (*) can also be found with the **-ly** form. In this case, they are usually placed before verbs, participles or adjectives. Otherwise they are less formal.

Speak **clear**! (less formal)

Speak **clearly**, please.

7 Complete the sentences with a suitable adjective or adverb from the list above.

- They charged me **extra** because my luggage was overweight.
- He's a worker, and he works as well.
- You must draw the lines very
- I'd like you to slice the meat very
- I answered two of the questions
- They stayed the office to discuss some information.
- She held to the rope.
- Go down the road and you'll see the bank on the side.
- He stopped when he saw the cat in the road.
- He pays rent, but we pay on a basis.
- I wish you wouldn't talk so

6a Grammar: Adjectives – Adverbs

Adverbs with two forms and different meanings.

direct = by the shortest route
directly = immediately

hard = in a hard way
hardly = scarcely

high = to a high level
highly = very much

short = suddenly
shortly = not long, soon

right = correctly, exactly
rightly = wisely

deep = going a long way down
deeply = greatly

free = without charge or cost
freely = willingly

wide = fully
widely = very much

last = after all others/most recently
lastly = finally

late = after the usual time
lately = recently

pretty = fairly
prettily = in a pretty way

WORD ORDER OF ADVERBS OF MANNER, PLACE & TIME

When there is more than one time adverb, the one expressing a shorter time period precedes the one which expresses a longer period.

•	subject + verb (+ object)	manner	place	time	
				shorter period	longer period
	<i>He ate his breakfast</i>	<i>quickly</i>	<i>in the kitchen</i>	<i>at 7:00</i>	<i>yesterday.</i>

•	subject + verb of movement (+ object)	place	manner	time	
				shorter period	longer period
	<i>He left</i>	<i>home</i>	<i>hurriedly</i>	<i>at 7:00</i>	<i>at 7:30.</i>

•	time (when it is not the main focus of the message)	subject + verb (+object)	place	manner
	<i>Every weekend</i>	<i>he goes</i>	<i>to the office</i>	<i>by car.</i>

Adverbs of frequency are usually placed after the auxiliary verb or before the main verb, but in short answers they precede the auxiliary verb.

*I have **never** seen such a huge lion.*

*"She is late for work again". "Yes, she **always** is".*

*He **sometimes** goes to the cafeteria after work for a coffee.*

Adverbs of degree usually go before the words they modify.

*She types **quite** fast.*

*He gave me **only** £1.*

Certain **adverbs** such as **probably, evidently, obviously, actually, certainly, presumably, undoubtedly**, etc can be placed at the beginning of a sentence or in the same position as adverbs of frequency.

Obviously, she suffers a lot.

*I'll **certainly** be on time.*

8 Underline the correct word.

- 0 Residents may visit the museum free/freely, but tourists will have to pay.
- 1 She worked very **hard/hardly** to get that promotion.
- 2 The arrow fell **short/shortly** of the target.
- 3 We walked **deep/deeply** into the forest, following the tracks of the deer.
- 4 Police described the situation as “**high/highly** dangerous”, and warned the public not to approach the area.
- 5 You’ve **hard/hardly** eaten anything! Do have some more!
- 6 The winner of the dance competition will short/shortly be announced.
- 7 I was **deep/deeply** touched by everyone’s concern after my accident.
- 8 The teacher was **right/rightly** upset when the students refused to do their homework.
- 9 The sword passed **right/rightly** through the knight’s armour.
- 10 After the flood, the water levels remained very **high/highly** for several days.
- 11 We went **direct/directly** to the manager as soon as we realised what had happened.

9 Put the adverbs in the right place in the following sentences.

- 0 She is on time for work. (**never**)
She is never on time for work.
- 1 They go out for dinner. (**seldom**)
.....
- 2 Peter is bragging about how rich he is. (**always**)
.....
- 3 He won an expensive car. (**unexpectedly/amazingly/yesterday**)
.....
- 4 I get the feeling of “*déjà vu*”, that something has happened before. (**sometimes**)
.....

- 5 A speech was delivered and the film was shown. (**first/later**)
.....

- 6 There’s been talk of people getting laid off. (**lately, too much**)
.....

- 7 If you use the buses, it’s a good idea to buy a bus pass. (**frequently**)
.....

- 8 People ask me whether I prefer living here to living abroad. (**often**)
.....

10 Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given. You must use between three and eight words including the word given.

- 1 It is impossible to keep up with Sharon as she shows great diligence.
diligent
Sharon keep up with her.
- 2 She was surprised when he suddenly asked her to marry him.
took
His surprise.
- 3 He decided to have an early night because he was exhausted.
go
He because he was exhausted.
- 4 His boss had a very high opinion of him.
highly
He was his boss.
- 5 The boxer dealt a hard blow to the punchbag while training.
hit
The boxer while training.

6a Grammar: Adjectives – Adverbs

Regular Comparisons

	Positive	Comparative	Superlative
one-syllable adjectives	small sad nice	smaller (than) sadder (than) nicer (than)	the smallest (of/in) the saddest (of/in) the nicest (of/in)
two-syllable adjectives	happy	happier (than)	the happiest (of/in)
more than two syllables adjectives	intelligent	more intelligent (than)	the most intelligent (of/in)

Two-syllable adjectives ending in **-er**, **-ly** or **-y** usually form their comparative and superlative by adding **-er** or **-est** to the positive form, whereas those ending in **-re** or **-ful** take **more** and **most**.

clever – cleverer – cleverest,

careful – more careful – most careful

	Positive	Comparative	Superlative
one-syllable adverbs	fast	faster (than)	the fastest (of/in)
two-syllable adverbs	early	earlier (than)	the earliest (of/in)
compound adverbs	quickly	more quickly (than)	the most quickly (of/in)

Compound adverbs are adverbs which are formed by adding **-ly** to the adjective form: *careful – carefully*

Irregular Comparisons

Positive	Comparative	Superlative
bad/badly	worse	worst
good/well	better	best
little	less	least
many/much	more	most
far	farther (of distance only); further	farthest; furthest
old	older; elder (never used with than)	oldest; eldest (of members of a family, only implying seniority of age)

Types of Comparisons and Similarities

- **as ... as - not as/so/such ... as**
He is as stubborn as a mule.
It's not such hard work as I thought.
- **the + comparative ... the + comparative**
The older he gets, the more forgetful he becomes.
- **comparative + and + comparative**
The lecture was becoming more and more boring.
- **such + ... as + noun/pronoun/clause**
I've never seen such a nice baby as theirs.
- **the same ... + as (pro)noun + clause**
She has the same blouse as the one you gave me.
- **less + positive degree + than**
Pam is less helpful than John.
- **the least ... + positive degree + of/in**
She was the least interested of all.
- **comparative + than + clause**
He is more tired than he looks.
- **prefer + gerund + to + gerund = like doing (general)**
I prefer dancing to singing.
- **prefer + to - infinitive + rather than + bare infinitive (general)**
I prefer to walk to school rather than take the bike.
- **would prefer + to - infinitive + rather than + bare infinitive (specific)**
I would prefer to swim rather than sunbathe.
- **would rather/sooner + bare infinitive + than + bare infinitive = would like to**
I'd rather/sooner be a doctor than (be) a teacher.
- **clause + as if + clause**
She looks as if she's in pain.

- **clause + whereas/while/but + clause (comparison by contrast)**

She can hide her feelings **whereas/while/but** he is like an open book.

- **very + positive degree (+ noun)**
This is a **very difficult** task.

- **much/far/even/rather + comparative (+ noun)**

This is a(n) **much/far/even/rather** more difficult task.

- **any/no/a lot/a little/a bit + comparative**
This task is not **any/no/a lot/a little/a bit** more difficult.
- **by far + the + superlative (+noun)**
This is **by far** the most difficult task.

As is used

- for what sb or sth really is (jobs or roles).
She works **as** a doctor. (She is a doctor)
- before **clauses/phrases**. I'll do **as you say**.
- in certain expressions: **as usual, as ... as, as much, such as**. He came late **as usual**.
- after **accept, describe, be known, class, refer to, use, regard**. She is **regarded** as an authority on Physics.

Like is used

- for what sb or sth is not really but looks or is like. (similes). She works **like** a slave. (She's not a slave)
- with **nouns/pronouns/-ing**. It was **like travelling** in a spaceship.
- after sound, smell, look, feel + noun. It **feels like velvet**.
- after **negative expressions**. There is no place **like** home.

- 11 Complete the second sentence, so that it has similar meaning to the first sentence using the word given. Do not change the word given.**

- 1** Wiltshire is older than most other counties in England.
one

Wiltshire England.

- 2** More students pass their exams at the new language school than the others in the area.
rate

The new language school the other schools in the area.

- 3** Comparative literature is an intriguing subject, whereas linguistics is less so.
fascinating

Comparative literature than linguistics.

- 12 Fill in the blanks with as or like.**

- 1** Pam behaved an idiot at the party usual.

- 2** Jason is not active he used to be; he doesn't play much sport he did when he was at high school.

- 3** My cherry cake wasn't such a disaster I'd thought it would be, but it didn't taste anything my mother's.

- 4** This is far the tour goes. It looks if the bus has run out of fuel.

- 5** If Jane were her sister, she wouldn't have behaved rashly she did.

CONVERSATIONAL GRAMMAR

- 13 Choose the correct item.**

- 1** "So, what do you think of his new novel?"
"It's definitely than his previous one."

A most controversial **C** far controversial
B more controversial **D** much controversial

- 2** This car is of the two models in the showroom.
A the more modern **C** more modern
B the most modern **D** one of the most modern

- 3** She was chosen as one of dressed women in the world.
A a better **C** most best
B the better **D** the best

- 4** "There's a great film on at 11 tonight!"
"I wish it started because I'm too tired to stay up and watch it."

A more early **C** the earliest
B more earlier **D** earlier

- 5** John is the five children.
A oldest than **C** the oldest of
B the older of **D** the oldest than

STRUCTURAL CONVERSION

- 1 **I've never** tasted such a delicious dish.
It's the most delicious dish I've ever tasted.
- 2 **If you buy a big** house, you'll pay a lot of money.
The bigger the house you buy, the more money you'll pay.
- 3 **She is more** helpful than her sister.
Her sister isn't as helpful as she is/her.
- 4 **Can't you find** an easier exercise than this?
Is this the easiest exercise you can find?
- 5 **That dress is like** Jane's.
That dress is similar to Jane's.
- 6 **That skirt is the same** as this one.
That skirt and this one are alike.
- 7 **The German car is much** better than this one.
This car can't compare to the German one.
There is no comparison between this car and the German one.
- 8 **Can you describe** your cousin to me?
Can you tell me what your cousin **looks like**?
- 9 **He is the** fastest runner of all.
No other runner is as fast as he is/him.
- 10 **Tony has the same number** of pens as Chris.
Chris has as many pens as Tony.
- 11 **A DVD player is much more** expensive than a TV set.
A DVD player is far/a lot more expensive than a TV set.
A TV set is much/far less expensive than a DVD player.
- 12 **A new car is twice** as expensive as a second-hand one.
A new car is twice the price of a second-hand one.
A second-hand car is half the price of/half as expensive as a new one.
- 13 **She gave** an ironic smile.
She smiled ironically.
- 14 **Sheila has a friendly** smile.
Sheila smiles in a friendly way.
- 15 **I'd prefer** to go home now.
I'd sooner go home now.

14 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 I prefer teaching to working in an office.
sooner
I'd in an office.
- 2 The new mixer is much better than the old one.
comparison
There the new one.
- 3 If you work late tonight, you'll be tired tomorrow.
later
The you'll be tomorrow.
- 4 He gave him a fatherly talk.
talked
He way.
- 5 Couldn't the newspaper have printed a better headline?
could
Was that the print?
- 6 I would never expect Mary to behave rudely.
not
It's rude.
- 7 Can you describe the picture to me, please?
looks
Can please?
- 8 He is an exceptionally good driver in hazardous conditions.
well
He conditions.
- 9 I've never heard such a ludicrous claim.
ridiculous
It's heard.
- 10 It's great to go home after a long day.
like
There's after a long day.
- 11 She's got as much money as I have.
amount
She's got have.
- 12 John and his father look very similar.
image
John father.

- 15** Read the text below and think of the word which best fits each space. Use only one word in each space.

CHEKHOV

Anton Chekhov was a Russian playwright and short story writer **0** *born* in Taganrog in 1860. In 1879, he became a medical student in Moscow, later qualifying as a doctor. With a needy family to support, Chekhov **1** to writing, contributing humorous short stories and sketches to popular newspapers. His major work was to come towards the end of his short life – Chekhov died of tuberculosis in 1904 – his reputation resting chiefly **2** four plays, *The Seagull*, *Uncle Vanya*, *The Three Sisters* and *The Cherry Orchard*, written in 1896, 1899, 1901 and 1904 **3** All four works, while gloomy and pessimistic **4** tone, blend a poetic atmosphere with a sympathetic treatment of characters who, unable to break **5** of the vicious circle that they find **6** in, are trapped in unfulfilling lives which they feel **7** powerless and dispirited to change. They could be regarded as symbolic of the torpor and stagnation of late nineteenth century Czarist Russia. Their realism is a product of Chekhov's scientific training and experience **8** a provincial doctor. They remain masterpieces of Russian literature.

PHRASAL VERBS 1

- 16** Look at Appendix 1 and fill in one of the prepositions or adverbs below, then give a synonym for each phrasal verb.

• at • off • down • round • up to • by • ahead • across • off with • along • on • away with
• through • round to • out of • over • about • on with

- | | |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 0 What are you getting <i>at</i> ? I can't understand what you're trying to say. | 10 My father is always getting me about my clothes. |
| 1 I only get watching TV when the children are in bed. | 11 If you aren't well organised, you'll never get |
| 2 Instead of being given a ticket, the driver got a warning. | 12 I don't know how he gets cheating on his tests. |
| 3 She's having trouble getting with her sprained ankle. | 13 Stop talking and get your work, will you? |
| 4 Do you get with your colleagues? | 14 She has barely enough money left to get |
| 5 If you don't get those invitations today, they'll never arrive on time. | 15 I wish I could get going to this wedding but I have no choice. |
| 6 How are you getting at school? | 16 News of their "secret" wedding got fast. |
| 7 He has a talent for getting the most complicated ideas | 17 She says she won't help us, but we'll soon get her. |
| 8 I've been trying to get for ages but the line is always engaged. | 18 I don't know if she'll ever get her husband's death. |
| 9 This awful weather is really getting me | 19 What are the children getting in the garden? |

PHRASAL VERBS 2

give away:	reveal
give in:	1) deliver 2) yield
give off:	send out/emit
give out:	1) announce 2) come to an end
give up:	1) stop 2) admit defeat
give oneself up:	surrender
hype up:	exaggerate the value of sth

17 Fill in the blanks with the correct preposition or adverb.

- The chemicals give *off* toxic fumes, so be extremely careful when using them.
- The teacher reluctantly gave to the students' request to change the date of the exam.
- The athlete has decided to give amateur competition and become a professional.
- The man was forced to give himself to the police.
- She unintentionally gave the secret of the surprise party.
- Haven't you given your application form yet?
- Eventually their savings gave and they were forced to apply to the state for assistance.
- I can't guess the answer. I give !
- On the news last night it was given that the Prime Minister had resigned.
- They have hyped this car to such an extent that it should be the biggest seller of the year.

IDIOMS/FIXED PHRASES 1

keep oneself to oneself:	live quietly, privately
fine kettle of fish:	confused state of affairs
make a killing:	have a sudden, great success/profit
bring to one's knees:	destroy/humble
in the know:	well-informed
keep one's fingers crossed:	hope that sth will turn out well
pull sb's leg:	tease or trick sb
make/earn a/one's living:	earn money
sleep like a log:	be sound asleep

18 Fill in the blanks with one of the idioms/fixed phrases.

- She all the time they were announcing the winners of the contest, hoping that her brother would get a prize.
- Although she enjoys an occasional evening out with friends, as a general rule she
- Starting with only a few thousand pounds, Tom on the stock market and within a year was a millionaire.
- The enemy were by a surprise air attack.
- She as a freelance journalist.
- The tap is dripping, the bath's overflowing, the plumber's on holiday; what a this is!
- David I'm not sure if he'd hear a bomb drop.
- If you want to know about the new film you should ask someone who is like a critic.

IDIOMS/FIXED PHRASES 2

the lion's share:	the biggest part/portion
turn over a new leaf:	make a new start
on the level:	honest/sincere
drop sb a line:	send sb a letter/email
go to any lengths:	do anything necessary to get sth you want
shed light upon:	give new/further information
make light of:	treat sth as unimportant
bury one's head in the sand:	avoid or ignore reality/responsibility
come to a head:	reach a critical point

19 Fill in the blanks with one of the idioms/fixed phrases.

- I wouldn't have any doubts about trusting him; I'm sure he's completely
- You shouldn't other people's problems, even if you don't consider them to be very serious.
- Although she had several people to help her, Susan still did of the work.
- John has a tendency to whenever he's faced with problems instead of facing up to them.
- As he wanted to go to university, David decided and study harder.
- Their research has some aspects of the reproduction of cancer cells, but there is still much to be discovered.
- The differences between management and the workers when the Union called a strike.
- If you have time, while you're on holiday. I'd love to hear from you.
- That man would to get his own way.

PREPOSITIONS

20 Look at Appendix 5 and fill in one of the prepositions below.

- I'm sure there's a jinx *on* this dress. Whenever I wear it I have a terrible time.
- Terry McWoddle has been named the new chairman of the football club.
- Several flights were delayed and so the departure lounge was jam-packed angry travellers.
- The harassed mother juggled four bags of shopping, a pushchair and a dog in the middle of the busy high street.
- Many vegetarians argue that there is no justification eating meat in this day and age.
- I've been asked to key this information the computer immediately.
- The businessman insisted that he had no knowledge the missing funds.
- When I was abroad I longed a traditional English Sunday lunch.
- My husband's always lazing while I'm always busy.
- The donkey climbed the steep track laden bags of oranges.
- Sarah is jealous her sister because she is much more popular.
- She is looking for a new job, but hasn't found anything yet.
- No one is kinder children than he is.
- I think we should limit this discussion the facts.
- My uncle lectures the History of Art at the university.
- You mustn't judge people the way they dress.
- Their new baby is being named his father.
- The man kept his child his side throughout the journey.
- He's not very clever academically but he's good D.I.Y.

21. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 You could let someone else use your old clothes.
recycle
Why old clothes?
- 2 Severe weather conditions have had a serious effect on traffic.
affected
Traffic conditions.
- 3 She decided to start her own business because she wanted to be independent.
with
She decided to start independent.
- 4 The loss of the account was not our fault.
blame
We the account.
- 5 She said she was worried about the problem of pollution.
concern
She pollution.
- 6 Tom's presence at parties adds to everyone's enjoyment.
soul
Tom the party.
- 7 Linda did not agree with me about the closure.
share
Linda the closure.
- 8 The government's retraining programme proved to be unsuccessful due to lack of funds.
met
The government's due to lack of funds.
- 9 The lease on my flat is valid until the end of the year.
renewal
The lease on my flat the end of the year.
- 10 I always get my boys mixed up.
between
..... your boys.
- 11 She wants success more than anything else.
outweighs
Her anything else.
- 12 There are fewer males than females in our country.
in
Males in our country.
- 13 Mark didn't get home until just before dawn yesterday.
hours
Mark didn't get yesterday.
- 14 Sheena can be bad-tempered in the mornings.
tendency
Sheena In the mornings.
- 15 The latest developments have made them decide to postpone their visit.
view
They have decided the latest developments.
- 16 He hated the way the media scrutinised his private life.
came
He hated from the media.
- 17 The current champion has been beaten in this year's tournament.
suffered
The current in this year's tournament.
- 18 The civil service has completely changed under the present government.
undergone
The civil service under the present government.
- 19 Charles has potential but he hasn't exploited it yet.
use
Charles yet.
- 20 Some services may be running late due to bad weather.
subject
Some services due to bad weather.

FIXED PHRASES

meet (sb) halfway:	come to an agreement/ compromise
come under the hammer:	sth is sold at auction
let your hair down:	relax and enjoy yourself
to make/lose money hand over fist:	acquire/lose a lot of money very quickly
give sb a free hand:	allow sb to do as they wish
(know sth) off-hand:	(know sth) without asking or looking it up
have to hand it to sb:	admire sb and think they deserve praise
keep out of harm's way:	keep out of danger
fly off the handle:	lose your temper very suddenly
do sth at the drop of a hat:	be willing/happy to do sth; do sth quickly
not to make head (n) or tail of sth:	not to understand sth at all
make headway:	make progress
take heart from sth:	feel encouraged by or optimistic about sth
make a hash of sth (inf):	do sth very badly
to one's heart's content:	(do) as much or as often as one wants
strike/hit home:	(of situation) be accepted as real even though it is painful/achieve the intended effect
after hours:	outside regular business hours

22 Complete the sentences using one of the fixed phrases in an appropriate form.

- Sally couldn't the instruction for operating the lawnmower.
- Alice her final exam and failed her degree.
- Let's if we can't agree on this.

- When soldiers are on leave they forget about the army's rigid discipline and
- You Larry for tirelessly working with the disabled.
- All medication must be if you have young children.
- To withdraw cash from your bank account you can use an ATM card.
- Some recently found paintings attributed to Picasso are next week.

23 Choose the correct item.

- It was only when he had been unemployed for six months that Neil's situation hit
A base C home
B down D back
- Investors have taken from the improving economic situation.
A heart C consolation
B courage D meaning
- I can't tell you the population of Prague, but there's an encyclopedia in the cupboard.
A in hand C at hand
B off-hand D on hand
- The government is making little in its fight to beat inflation.
A headway C improvement
B advance D forward
- Once at the skating rink, Ivan was allowed to skate to his heart's
A happiness C contentment
B content D delight
- The art teacher gave the children a free in their creative compositions.
A offer C hand
B gift D kick
- After making several bad business deals the company was losing money hand over
A finger C thumb
B wrist D fist
- Maggie is so moody and unpredictable. She's apt to fly off the without any real cause.
A handle C catch
B strap D belt

24 Match column A with column B and then fill in the blanks with the correct idiom/fixed phrase.

Column A	Column B	Answers
0 as clear as	a lead	0 e
1 as fresh as	b life	1
2 as hard as	c a mule	2
3 as heavy as	d a rock	3
4 as large as	e a bell	4
5 as stubborn as	f nails	5
6 as steady as	g a daisy	6
7 as thick as	h thieves	7

- 0 She has a lovely voice; It's *as clear as a bell*.
- 1 I never expected to meet a great actress, but there she was at the party.
- 2 Although she had been up all night, after a short nap she looked
- 3 He's nice enough as a neighbour, but as a businessman he's
- 4 Those boys are You hardly ever see them apart.
- 5 I don't think I can move this sofa. It's
- 6 You'll never convince John to do it if he doesn't want to. He's
- 7 Compared with her shiftless, unreliable husband she's

25 Match column A with column B and then fill in the blanks with the correct idiom/fixed phrase.

Column A	Column B	Answers
1 as safe as	a a glove	1
2 eat like	b a ton of bricks	2
3 fit like	c a house on fire	3
4 have a memory like	d houses	4
5 go/come down (on sb) like	e wildfire	5
6 get on like	f a sieve	6
7 spread like	g a horse	7

- 1 I'm afraid I've forgotten your name again. I
- 2 Although James and Julie are very different types of people, they
- 3 If your mother finds out you haven't been doing your homework, she'll
- 4 I thought the suit would be too small for me, but it
- 5 It's no wonder he's fat, he
- 6 Don't worry about losing money; this investment is
- 7 Thanks to thorough press coverage, the scandal

WORD USAGE

26 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

CAPRI

The 0) *mountainous* island of Capri, situated off Italy's Amalfi coast, is one of the most visited areas in Italy. Chic, sophisticated, and 1) beautiful, Capri has long been 2) to people from all over the world.

In the early years of the Roman Empire the tiny island became a favoured destination for emperors. It was the preferred home of Augustus and Tiberius, for whom its 3) offered a measure of protection against would-be assassins. Rediscovered in the 18th century, Capri became the haunt of writers and 4); and in the 20th century, the island evolved to become the darling of the international jet set. Although Capri's star status began to 5) by the end of the 1960s, the island still attracts celebrities galore to this day. Capri's marina is regularly filled to capacity with super yachts, and hotels and restaurants remain deliberately priced out of most travellers' budgets. Visit Capri and you will understand its 6) This sun-drenched island is famous for its wild forests, sheer limestone cliffs, and 7) caves. Capri's most famous cave is the Blue Grotto. 8) except by boat, the sunlight which enters this grotto gives the water the most extraordinary electric blue colour.

MOUNTAIN
DAZZLE
RESIST

ISOLATE

INTELLECT

DIM

LURE

PICTURE
ACCESS

27 Choose the correct item.

- 0 My neighbour has threatened to over our dispute about property boundaries.
 A take legal aid C try me
 (B) take legal action D bring me to trial
- 1 He managed to the flow of blood by tightly bandaging the wound.
 A restrain C check
 B curb D inhibit
- 2 Mr Wright is being for fraud at the Old Bailey courthouse, this afternoon.
 A taken to court C summoned
 B tried D charged
- 3 The heavy rain lashed down throughout the night without letting up.
 A continually C perpetually
 B continuously D eternally
- 4 We intend this to be a(n) project, taking us into the next decade.
 A constant C steady
 B incessant D ongoing
- 5 As long as you have the most ingredients for the recipe, you can make do without the other things.
 A critical C essential
 B crucial D vital
- 6 A(n) proportion of the population did not vote in the last elections.
 A essential C grave
 B significant D fundamental
- 7 When a former secret agent tried to publish his memoirs, the government had certain parts of the book
 A forbidden C disallowed
 B prohibited D censored
- 8 Benjamin Britten, the composer, is probably most for his opera "Peter Grimes".
 A famous C remarkable
 B conspicuous D distinguished
- 9 scientists from around the world met in London to discuss a revolutionary new drug.
 A Eminent C Prestigious
 B Elevated D Noteworthy

COLLOCATIONS

28 a) Fill in postponed, delayed.

- 0 The plane has been *delayed* in Munich.
 1 The meeting was due to the absence of the chairman.
 2 The picnic was because of bad weather.
 3 I was in the traffic.
 4 We our journey.
 5 They their departure until May.
 6 They their visit due to health reasons.

b) Fill in extend, expand.

- 1 a hand
 2 a deadline
 3 a product range
 4 a road
 5 a business
 6 a deadline
 7 one's services
 8 a building
 9 a range of products
 10 the investigation

29 Collocate the expressions with words from the given list.

- repress • abide by • hold • relish • control
 • cling to • secure • stick to • bar

- 0 to *decline* an offer
 1 to someone's hand
 2 to the rules
 3 to an idea
 4 to one's feelings
 5 to someone from a club
 6 to someone's release
 7 to the question
 8 to a crowd
 9 to an old habit

6c Practice Test

30 Read the text below and decide which answer (A, B, C or D) best fits each gap.

HEINRICH SCHLIEMANN

Schliemann is a figure that has long **0** opinion among historians and archaeologists. Was he a hero, as often portrayed, or, an unscrupulous conman? Perhaps the truth about this complex man **1** somewhere between the two. On the one hand, he had a well-documented tendency to lie, which goes back to his youth and which is also apparent in the false **2** made in excavation records. Also, on several occasions he tried to cheat the Greek and Turkish authorities. He was also an appalling self-publicist who continually **3** his own mythology and which, shamefully, lead him to deny credit to Frank Calvert, the archaeologist who found the real site of Troy. The most damning charge, though, is that in his attempt to find the real Troy he destroyed many layers of **4** valuable archaeological evidence. Nonetheless, he was a pioneer in the use of photography to record remains on sites. Furthermore, as an archaeologist, he did make important discoveries, including the Grave Circle A in Mycenae and he did much to promote the **5** of archaeology and make it a popular field of study without which we would have lost countless numbers of ancient treasures.

In **6**, despite some rather shocking failings, archaeology has much to be grateful for in **7** of his zeal for what was then a field in it's **8** He deserves acknowledgement.

- | | | | |
|------------------------|---------------------|-----------------------|------------------------|
| 0 (A) divided | B separated | C partitioned | D isolated |
| 1 A stretches | B sprawls | C reclines | D lies |
| 2 A testimonies | B statements | C declarations | D announcements |
| 3 A devoured | B fed | C catered | D ate |
| 4 A countlessly | B infinitely | C limitlessly | D incalculably |
| 5 A source | B cause | C ideal | D principle |
| 6 A abrupt | B terse | C short | D depth |
| 7 A terms | B conditions | C case | D relations |
| 8 A childhood | B origins | C dawn | D infancy |

31 Read the text below and think of the word which fits each space. Use only one word in each space.

BOTTLED WATER

The global bottled water industry is estimated to be **0** worth between 75 and 100 billion dollars annually. In a recent survey, people who drank bottled water were twice as **1** as those who didn't to cite health reasons for their choice. Thanks to genius marketing on the **2** of the bottled water industry over the last three decades, it's a common misconception that bottled water is healthier, safer and purer than tap water. However, nothing could be **3** from the truth. Studies have shown that plastic bottles release small amounts of harmful chemicals over time, especially when exposed to sunlight. **4** these chemicals is antimony, a toxin similar to lead, which causes nausea, dizziness and depression in small doses. In large doses, it can even be fatal. Samples taken from bottled water regularly show it to contain higher concentrations of micro-organisms, toxic chemicals, and carcinogenic compounds than tap water. But many people who purchase bottled water claim they **5** so purely for reasons of taste. But it's all in their mind. Taste test **6** taste test has revealed that people just can't tell the difference between bottled and tap water. What's more, bottled water is often little **7** than tap water. Up to 40% of all bottled water comes from urban water supplies, not the 'springs', 'glaciers' or 'pristine wildernesses' depicted on their labels. So, while there indeed are times and places for drinking bottled water - in developing countries for example where water supplies are risky - you're much better **8** drinking tap water.

- 32 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

GLADIATORS

The origins of gladiatorial combat in the Roman Empire are uncertain but many 0) *historians* believe that the most likely 1) for this brutal form of entertainment, where 2) fought to the death, was in the Etruscan 3) The men, and even some women, who took part in these bloody spectacles, the trained gladiators, were slaves or those who had been 4) by society and volunteered to take part in the games.

But, 5) of their background, many of the most popular gladiators commanded a huge following amongst the populace of Ancient Rome and were widely regarded as the 6) of martial prowess and ethics. Their skill and bravery was 7) celebrated in all forms of Roman art. The games were at their peak between the first century BC and the second century AD but finally died out in the fifth century AD after the 8) of christianity in the empire.

HISTORY
BIRTH
COMBAT
CIVIL
MARGIN

RESPECT

BODY
EXTEND

ADOPT

- 33 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Mr Jones was shocked to hear that his son had failed his exam.

came

It *came as a shock* to Mr Jones to hear that his son had failed his exam.

- 1 I never thought of borrowing money from him.

occurred

It money from him.

- 2 Rhonda's not very keen on foreign food.

care

Rhonda foreign food.

- 3 Ray's good work record enabled him to get promotion.

strength

Ray good work record.

- 4 Travellers may bring as much luggage as they require.

restriction

There travellers may bring.

- 5 The government has tried to make the incident seem less serious.

played

The government of the incident.

- 6 We couldn't understand the film at all.

sense

We could the film.

UNIT 7a Grammar: Conditionals

TYPES

Type	If-Clause	Main Clause	Use
Type 0 Conditional	If + present simple <i>If metal gets hot,</i> <i>If you stand in the rain,</i>	present simple <i>it expands.</i> <i>you get wet.</i>	scientific facts general truths laws of nature
Type 1 Conditional	If + present tense (or should + bare infinitive : more doubtful or polite) <i>If it rains,</i> <i>If you should see him,</i>	future imperative (instruction, advice) ought to (advice) had better (advice) should, must may, can we'll stay at home. <i>give him my message.</i>	real situation (likely to happen in the present or future)
Type 2 Conditional	If + past tense <i>If I were you,</i> <i>If he were here,</i>	would could should might I would tell her the truth. (advice) <i>he could help me.</i> (imaginary situation)	advice or imaginary situation in the present or future (unreal or unlikely to happen)
Type 3 Conditional	If + past perfect <i>If he had worked harder,</i>	would could (ability/permission) should (advice) might (possibility) <i>he would have been promoted.</i> (unfulfilled plan)	imaginary situation in the past (regrets, unfulfilled plans, wishes impossible to fulfil, criticism)

Notes

- Future tense (will/would)** with a future meaning is never used in **If**-clauses. However, **will/would** can be used to express polite requests or insistence.
*If you **will wait** for a moment, I'll wrap it for you.* (request)
*If you **will go on** chatting, I'll send you out of the classroom.* (insistence)
- The **If**-clause can either precede or follow the main clause. When the **If**-clause precedes the main clause, we put a comma after it. When the main clause comes first, no comma is used to separate the two clauses.
If he is still in Paris, he may visit us. (He may visit us if he is still in Paris.)
- unless** (= if not) is used in first conditional sentences.
***Unless** he gets a promotion, he'll resign.*
- When referring to imaginary or unreal situations, **suppose** can be followed either by Past Simple or Past Perfect for present or past situations respectively. **Suppose, however**, can be followed by Present Simple to express a situation which may happen in the future, or to introduce suggestions.
***Suppose** she **had married** the film star, do you think she'd be happy?*
***Suppose** she **is** on holiday, how shall we contact her?*

- In reported speech, the verb tenses of first conditional sentences change in the usual way, whereas those of second and third conditional do not follow the usual changes with the verb tenses remaining unchanged.

*"If I **am** back early, we'll **go** out for dinner," he said.*

*He said that if he **were/was** back early, we **would go** out for dinner.*

*"If I **were** you, I **wouldn't say** that," he said.*

*He said that if he **were** me, he **wouldn't say** that.*

*"If he **had been** ill, he **wouldn't have come** to work," she said.*

*She said that if he **had been** ill, he **wouldn't have come/gone** to work.*

- Other expressions used in place of if are the following: **on condition that, even if, even though, when, provided (that), providing (that), as long as, suppose, supposing, since, as, unless (if not), but for + gerund/noun, in case + Present (for the present) or Past (for the past).**

If the Mayor comes, we'll hold a meeting. (He may come or he may not.)

When the Mayor comes, we'll hold a meeting. (He will definitely come.)

Even if the Mayor doesn't come, we'll hold a meeting. (Whether he comes or not doesn't affect the result).

Provided (that)

Providing (that)

As long as

Unless

Suppose

Supposing

Since

As

} the Mayor comes, we'll hold a meeting; (We'll only hold a meeting if he comes.)

} the Mayor comes, we won't hold a meeting. (We'll only hold a meeting if he comes.)

} the Mayor comes, we'll hold a meeting (It is unlikely that he will come, but if he does, we'll hold a meeting.)

} the Mayor can't come, we won't hold a meeting. (the fact that he can't come means that we can't hold a meeting.)

In case the Mayor comes, we'll prepare for a meeting. (It is unlikely that he will come, but we'd better be ready for the event as it's not impossible that he will.)

INVERSION IN IF-CLAUSES

When there is **should, were** or **had** in the **if**-clause, the subject and the auxiliary verb can be inverted and **if** is omitted.

***If he should** ring, tell him to come at 7:00.*

***Should he** ring, tell him to come at 7:00.*

***If I were** you, I wouldn't say that.*

***Were I** you, I wouldn't say that.*

***If I had** known earlier, I wouldn't have done such a thing.*

***Had I** known earlier, I wouldn't have done such a thing.*

MIXED CONDITIONALS

A mixed conditional sentence makes use of one type of **if**-clause and a different type of main clause.

If-clause		Main Clause	
Type 1	<i>If she is honest,</i>	<i>she would have told the truth</i>	Type 3
Type 2	<i>If she knew the truth,</i>	<i>she would have told me.</i>	Type 3
Type 3	<i>If she had accepted his proposal,</i>	<i>she would be married now.</i>	Type 2
Type 2	<i>If he missed the train,</i>	<i>he will be late.</i>	Type 1

7a Grammar: Conditionals

1 Put the verbs in brackets into the correct tense.

- 1 If were (be) you, I (not/listen) to his lies.
- 2 If he (not/eat) that sandwich, he would not have suffered from food poisoning.
- 3 Father Christmas won't bring you any presents unless you (be) a good girl.
- 4 As long as you (do) your best, no one will criticise you.
- 5 He put the answerphone on in case anyone (want) to leave him a message.
- 6 Supposing we (be/stop) by the police, what would we say (we/say)?
- 7 If you (tell) me you were cold, I (put) the heating on.
- 8 What (we do) if John hadn't helped us?
- 9 If she were rich, she (not/have) to work.
- 10 Go and see a doctor in case you (have) a serious illness.
- 11 You won't understand this unless you (pay) attention.
- 12 What (you/give) me if I (keep) your secret?
- 13 Even if he (beg) me I would not help him.
- 14 If this case (go) to trial, it will cause a national outcry.
- 15 Supposing no one (invent) the silicon chip, (things/be) different now?

2 Write the correct conditional for the following sentences.

- 1 He hasn't got a free weekend. He would have visited us, then.
.....
- 2 He has made a lot of friends. He isn't lonely now.
.....
- 3 You are soaked. Why didn't you bring an umbrella with you?
.....
- 4 He can't be in trouble. He would have called by now.
.....
- 5 He has lost his security pass. He won't be allowed to enter the building.
.....
- 6 They can't have caught the ferry. Otherwise they would be here by now.
.....
- 7 He must eat meat. He asked for a steak.
.....
- 8 She isn't reliable. She would never have let you down.
.....
- 9 They didn't ban hunting. The tiger is endangered.
.....
- 10 Aren't you sure? Why did you agree to it then?
.....
- 11 My father loves Shirley Bassey. He bought all her records.
.....
- 12 He is a pessimist. He always looks on the black side.
.....

STRUCTURAL CONVERSION

- 1 **If you don't drive** carefully, you'll have an accident.
Unless you drive carefully, you'll have an accident.
You won't have an accident **provided that** you **drive** carefully.
As long as you drive carefully, you won't have an accident.
Drive carefully or else you'll have an accident.
- 2 **You had better** take his advice.
If I were you, I'd take his advice.
Were I you, I'd take his advice.
You should take his advice.
- 3 **Should she come**, tell her to wait for me.
If she should come, tell her to wait for me.
- 4 **As he couldn't** afford a holiday, he stayed at home.
He couldn't afford a holiday, so he stayed at home.
If he had been able to afford a holiday, he wouldn't have stayed at home.
He stayed at home because he couldn't afford a holiday.
- 5 **Since he doesn't** have any qualifications, he can't find a job.
If he had qualifications, he could find a job.
As he doesn't have any qualifications, he can't find a job.
- 6 **If it hadn't been** for my mother's generosity, I wouldn't have my car now.
But for my mother's generosity I wouldn't have my car now.
- 7 **Suppose he phoned** you, what would you tell him?
If he phoned you, what would you tell him?
What would you tell him if he phoned you?
- 8 **If you help** me, I'll help you.
I'll help you provided (that) you help me.
- 9 **Suppose he marries** her?
What if he marries her?
- 10 **Suppose the teacher caught** you cheating in the test?
What would you do if the teacher caught you cheating in the test?
- 11 **If he had been** on time, we wouldn't have missed the bus.
Had he been on time, we wouldn't have missed the bus.
- 12 **If you won** the lottery, what would you do?
Should you win the lottery, what would you do?
If you were to win the lottery, what would you do?
- 13 **If she were rich**, she would buy a villa.
Were she rich, she would buy a villa.
- 14 **If I had been** you, I wouldn't have accepted his offer.
If I had been in your shoes, I wouldn't have accepted his offer.
If I had been in your position, I wouldn't have accepted his offer.
- 15 **I'm not** rich, so I can't afford a long holiday abroad.
If I were rich, I could afford a long holiday abroad.
- 16 **I didn't go** out because I had a lot of work to do.
If I hadn't had a lot of work to do, I would have gone out.
- 17 **She must be** out since she didn't answer the phone.
If she were in, she would have answered the phone.
- 18 **She must have lived** in France because she has a perfect French accent.
If she hadn't lived in France, she wouldn't have a perfect French accent.

3 Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 If I were him, I would not be late for the interview.
better
He the interview.
- 2 You won't be punished provided you admit it was your mistake.
long
You won't be to your mistake.
- 3 Since he is an only child, his parents have spoiled him.
not
If his parents wouldn't have spoiled him.
- 4 If I had been you, I would have punished him.
shoes
If have punished him.
- 5 If you revise all your notes, you'll pass the exam.
provided
You'll pass all your notes.
- 6 If it wasn't for the good pay, I wouldn't stay in this job.
but
I wouldn't pay.

7a Grammar: Conditionals

- 7 If you don't get to work on time, you'll be given the sack.
punctual
Unless the sack.
- 8 As you've got a high temperature, you'd better go to the doctor's.
were
If I about your high temperature.
- 9 As I couldn't answer any of the questions, I walked out of the Maths exam.
so
I couldn't out of the Maths exam.
- 10 But for his help, I wouldn't be in my current job.
got
If it hadn't my current job.
- 11 If Mary were feeling well, she would have come to Tom's party.
since
Mary must to Tom's party.
- 12 If someone gave you a free airline ticket, where would you travel to?
to
If you , where would you travel to?
- 4 "Why do you have to get a taxi to work?"
"Well, if I didn't live so far away, I to."
A wouldn't have C wouldn't have had
B hadn't had D didn't have
- 5 pay attention in class, you won't pass the test.
A If you aren't C If you don't
B Unless you don't D Unless you wouldn't
- 6 "Why don't we ask Martin to chair the meeting?"
"Well, suppose to ask him, do you think he would accept?"
A were we C we had been
B we were D had we been
- 7 If he as honest as you believe, he wouldn't have done that.
A were C would have been
B would be D have been
- 8 "What would you do in my place?"
"Were treated like that, I'd complain to the manager."
A I to be C I have been
B I to had been D to I be
- 9 What would you do if you rich?
A have been C would be
B were D would have been
- 10 What would you buy, provided the money?
A had you C have you
B you had D you would have
- 11 you go on talking, he'll ask you to leave.
A Unless C When
B If D Suppose
- 12 "Why are you screaming?"
"If you burn yourself, it you know!"
A would have hurt C have hurt
B hurts D hurt
- 13 I been informed, I'd have attended the meeting.
A Should C Had
B Were D Would
- 14 "..... you were ill, we wouldn't have come."
"Don't be silly! I always enjoy your company."
A Were we to know C Should we have known
B Had we known D Had we to know
- 15 Suppose they at home, what shall we do?
A aren't C hadn't been
B weren't D won't be

CONVERSATIONAL GRAMMAR

4 Choose the correct item.

- 1 "Should I eat that?"
"If I you, I wouldn't."
A would have been C were
B would be D had been
- 2 "Thank God we came across that policeman!"
"Oh, yes! What done if you hadn't?"
A would you have C had you
B were you to have D will you have
- 3 "So, are you going to buy it or not?"
"If it so expensive, I would."
A were C hadn't been
B weren't D isn't

- 5 Read the text below and think of the word which best fits each space. Use only one word in each space.

SPACE TRAVEL

To 0) *date*, mankind has achieved interplanetary travel (we've successfully landed spacecrafts 1) planets within our solar system) but what are the possibilities for interstellar travel and intergalactic travel? First, let's consider the latter. Intergalactic travel is space travel between galaxies and it unquestionably lies 2) the realm of pure fantasy. It would take over 2.5 million years travelling at the speed of light (i.e. 669,600,000 miles per hour) to reach 3) our closest galactic neighbour, the Andromeda Galaxy. The vast distances and the time needed to cover 4) make intergalactic travel impossible. What, then, about interstellar travel? Well, that too is currently just pure science fiction. The distances between our solar system and our nearest star neighbours may not be 5) the scale of intergalactic distances, but they are still colossal. Take Proxima Centauri, our nearest neighbouring star. It is 4.2 light years away. To 6) a sense of what this means, consider that the Sun is about 8 light minutes from Earth). The fastest spacecrafts mankind currently have travel at 1/18,000th the speed of light (i.e. 38,030 miles per hour). At this speed, it would still take 72,000 years to reach Proxima Centauri. But 7) despair. Many scientists believe mankind will possess the technology to make (unmanned, at 8) interstellar travel practically feasible in the next 200 to 500 years. The journeys will still take many decades, if not centuries, but space probes will probably have visited other solar systems by the year 3000AD.

PHRASAL VERBS 1

- 6 Look at Appendix 1 and fill in one of the prepositions or adverbs below, then give a synonym for each phrasal verb.

• with • up • through • round • down • off • for • down with • on • in for • on with

- 0 Let's go *through* the plan once more to make sure it's all clear.
- 1 Does the shed go the house or would I pay extra?
- 2 She had to cancel her holiday when she went the flu.
- 3 She's gone all her savings since she lost her job.
- 4 I don't know what's going next door but they're being very noisy.
- 5 I'm planning to go the poetry competition this year.
- 6 Suddenly the fire alarm went
- 7 Those shoes are going next to nothing. I've never seen such a good sale.
- 8 I don't think there's enough fruit to go Could you get some more?
- 9 His proposals didn't go very well at all; in fact they were all rejected.
- 10 He paused to answer the phone, and then he went what he was doing.
- 11 New blocks of flats are going everywhere, destroying the character of the town.

PHRASAL VERBS 2

hold back:	1) delay (tr) 2) prevent development 3) withhold
hold in:	control (oneself/feelings)
hold off:	1) keep at a distance 2) delay
hold on:	wait
hold out:	1) last 2) resist
hold out for:	wait to get sth desired
hold out on:	keep a secret from sb
hold over:	postpone
hold up:	1) delay 2) rob

7 a) Fill in the correct preposition(s) or adverb.

- 1 Can't you hold those reporters until I've finished the rehearsal?
- 2 He is a talented actor but his lack of ambition holds him
- 3 Although they tried, they couldn't hold their laughter.
- 4 Hold a minute while I get something from my room.
- 5 They offered to buy her a BMW but she's holding a Porsche.
- 6 Some Japanese soldiers refused to believe the war was over and held in the jungle for years.
- 7 Due to the chairman's illness, the meeting was held till the next week.
- 8 Strike action held trains and buses all day yesterday.
- 9 He says he knows nothing about the missing documents but I'm sure he's holding me.
- 10 Our water supplies held for three weeks when we were marooned in the desert.

b) Make sentences using *hold back*, *hold off* and *hold up* meaning "delay".

- 1
- 2
- 3

IDIOMS/FIXED PHRASES 1

look down in the mouth:	feel discouraged/ depressed
get a move on:	hurry up
work a miracle:	make sth almost impossible happen
slip one's mind:	forget about sth
put words into one's mouth:	pretend that sb had said sth that they hadn't actually said
make hay while the sun shines:	take advantage of favourable circumstances
cry over spilt milk:	grieve over sth that can't be put right
give the green light to sth/sb:	give permission to proceed with sth
cross one's mind:	occur to one/ have a sudden idea

8 Fill in the blanks with one of the idioms/fixed phrases.

- 0 It's no good *crying over spilt milk* so just get on with your life.
- 1 The surgeon seemed to have when he succeeded in separating the Siamese twins.
- 2 He when he said I was willing to help. I simply haven't got the time to.
- 3 He's ever since he heard he'd failed all his exams.
- 4 I know you told me about the meeting, but it completely
- 5 The Mayor the builder to construct a new shopping centre on the outskirts of town.
- 6 Would you? We've only half an hour before the bus leaves.
- 7 It never that she might be offended by what I said.
- 8 Life is short, so

PHRASAL VERBS 2

a night owl:	person who enjoys staying up late
in a nutshell:	briefly, in a few words
have an early night:	go to bed early
be second to none:	be the best
hit the nail on the head:	say exactly the right thing
lose one's nerve:	lose courage
null and void:	invalid/not legally binding
every nook and cranny:	everywhere
make a name for oneself:	become famous/respected for sth
get on one's nerves:	irritate/annoy sb

9 Fill in the blanks with one of the idioms/fixed phrases.

- 1 You when you called him the slowest worker on earth. I've never seen anyone do so little.
- 2 Paul is such I don't think he ever goes to bed before 3 or 4 in the morning.
- 3 My cousin Rebecca has as a neurosurgeon. She's considered the best in London.
- 4 I think I'll tonight as a dog kept me awake last night.
- 5 She cleaned of the house before she was satisfied that it was spotless.
- 6 He was planning to ask his boss for a rise, but when it came to it he and didn't do it.
- 7 That pianist is in his interpretation of Mozart's music.
- 8 I haven't really taken to him; actually, I think he's unbearable.
- 9 Endless telephone calls in the evening
- 10 The contract was declared when it was found that one of the parties had been forced to sign.

10 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 1 I muddled the schedule for Friday and missed an important meeting.
- 2 I waved at a complete stranger in the street whom I mistook my cousin.
- 3 Nobody likes Rick because he's so mean money.
- 4 I asked the assistant which make hi-fi he recommended.
- 5 All the evidence militated a conclusion in our favour.
- 6 I've been asked to notify the personnel department my new address.
- 7 The doctor is not noted his tact when it comes to dealing with patients.
- 8 The swimming pool attendant was negligent his duties and the little girl almost drowned.

11 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 1 They spent the summer a cruise travelling round the world.
- 2 We are favour of abolishing experiments on live animals.
- 3 When they got home, their house was fire.
- 4 her boss's request, she has worked overtime nearly every day this month.
- 5 They estimated the candidates' popularity means of opinion polls.
- 6 a guess, I'd say he weighs about 70 kilos.
- 7 Very short skirts worn with thick woollen tights are vogue at the moment.
- 8 She was brought up a farm so she is used to living in the countryside.
- 9 Paul has been leave from work for the past month.
- 10 second thoughts, I don't think I want to go to the concert.

12 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Some friends nominated him as a spokesman.
forward
Some friends spokesman.
- 2 They may have escaped through the back door.
getaway
They back door.
- 3 You've been looking miserable all day.
moon
You've all day.
- 4 She is a person who always lets you down.
on
You her.
- 5 Why did you behave so rudely?
point
What so rudely?
- 6 He suffers from headaches and insomnia.
prone
He insomnia.
- 7 There are more than six hospitals in this city.
excess
There are in this city.
- 8 A rejection of their offer would have been unwise.
accepted
Not unwise.
- 9 Mike has a more complex personality than you may think.
depths
Mike than you may think.
- 10 To look at him, you would think he was poor.
judging
You would think he was poor, him.
- 11 The salesman promised me the cooker would be delivered today.
assurance
The salesman be delivered today.
- 12 How did he explain his lateness?
explanation
What his lateness?
- 13 Before the new manager took over, sales were half what they are now.
doubled
Sales took over.
- 14 For further information, contact the accommodation officer.
obtained
Further the accommodation officer.
- 15 We can't possibly imagine how we're going to afford a new car.
remotest
We we're going to afford a new car.
- 16 If I help you now, don't assume I'll help you next time.
count
If I help you now, next time.
- 17 She's angry that she is constantly overlooked for promotion.
resents
She promotion.
- 18 People often mistake me for my elder sister.
confuse
People often sister.
- 19 The brochure doesn't say anything about its parking facilities.
makes
The brochure its parking facilities.
- 20 Sam was really anxious, waiting to see if he had got a place in the cricket team.
tenterhooks
Sam was if he had got a place in the cricket team.

FIXED PHRASES

from/since time immemorial:	for a long time/throughout history
take the initiative:	be the first person to act
add insult to injury:	make things even worse
make inroads into:	affect sth negatively or destructively
to all intents and purposes:	practically/in effect
in the interests of:	in order to achieve a certain aim
in the interim:	in the meantime
take issue with sb:	disagree and start arguing
have/get itchy feet:	have a strong desire to travel
be in jeopardy:	be in danger
in a jiffy:	quickly
jog one's memory:	make one remember sth
jump for joy:	extremely pleased or happy
reserve judgement on sb/sth:	postpone giving an opinion before more is known
do sb/sth justice:	reproduce sb/sth accurately and show how good they are
rough justice:	unfair or unjust treatment
(be) on an even keel:	working or progressing steadily, to regularise sth
on a knife-edge:	situation where nobody knows what will happen next/extremely exciting
knock sb dead:	impress sb greatly
tie oneself in knots:	get confused
safe in the knowledge:	confidently (because a prior condition has been met)

13 Complete the sentences using one of the fixed phrases in an appropriate form.

- Salaries are paid at the end of the month but a small advance may be arranged.
- I always when speaking in public.
- In an effort Jo was shown pictures of the place where she was found.

- After an operation you don't fully recover for a while so you shouldn't expect to feel for a few weeks.
- Cinema-goers and critics alike were by the special effects in James Cameron's "Avatar".
- Students are requested, hygiene, not to bring food into the lecture hall.
- Being out of work for so long has the money he was keeping for a rainy day.
- The delighted children when they heard they were going camping.
- I don't think Julia's wedding photos I think she looked much more attractive on her wedding day.
- Alan his daughter over her coming home from the party in the early hours of the morning.

14 Choose the correct item.

- Greg has, to all intents and, finished his degree course, with the exception of his final dissertation.
A reasons C aims
B purposes D proposals
- I'll reserve on Ben Shipley's latest novel until I've read it.
A condemnation C criticism
B thought D judgement
- Always having had feet, Delia is off again, backpacking round India.
A itchy C sore
B scratchy D light
- It was justice for Ted to receive a parking fine when he was at the doctor's.
A poetic C small
B only D rough
- He slammed my hand in the car door and, to add insult to, didn't stop to apologise.
A damage C injury
B harm D infamy

COLLOCATIONS

- 6 We were all on a-edge until the very end of the Hitchcock film.

A razor C cliff
B knife D chair

- 7 Those stones have been here since time

A immemorable C immemorial
B immortal D innumerable

- 8 Enjoy your "Sunway" cruise, safe in the that everything has been taken care of.

A knowledge C awareness
B recognition D fact

- 9 This shoe repairer is so quick that he can sole and heel your shoes in a

A split C jiffy
B hurry D flicker

- 10 Not wearing a seatbelt in the car can put your life in

A jail C hazard
B jeopardy D risk

- 11 The manager was not at work so his assistant took the herself and confirmed the deal.

A initiative C risk
B issue D biscuit

17 Fill in the collocational grid.

	secretary	medication	system	cure	insect repellent
effective					
efficient					
efficacious					
defective					

18 Match the phrases, then explain the proverbs.

Column A

- 0 A drowning man
1 A leopard
2 When the cat's away
3 The proof of the pudding
4 Tell the truth
5 People who live in glass houses
6 Look
7 Nothing ventured,
8 One man's meat
9 Birds of a feather

Column B

- a before you leap.
b and shame the devil.
c is another man's poison.
d never changes its spots.
e will clutch at a straw.
f shouldn't throw stones.
g flock together.
h the mice will play.
i nothing gained.
j is in the eating.

- 0
1
2
3
4
5
6
7
8
9

15 Fill in hire, borrow, rent.

- 1 £50
2 a flat
3 a car
4 a hall
5 a pencil
6 staff
7 a boat
8 a lawyer
9 sb's support

16 Complete the expressions with words from the given list.

• work • shiver • contaminate • evaluate • alter
• glimpse • devastate • peer • bluff • cope with

- 1 your way out of a difficult situation
2 a cow from a moving train
3 to earn a living
4 a problem
5 a river
6 at the small print
7 sb by giving bad news
8 the damage at £1,000
9 with cold
10 a dress

WORD USAGE

- 19 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

AFRICAN TALES

A dilemma tale is a 0) *traditional* African form of short story whose ending is either open to interpretation or 1) ambiguous, thus allowing the audience to comment or speculate upon the correct solution to a 2) problem posed in the tale. 3) issues raised involve conflicts of 4), the necessity to choose a just response to a difficult situation, and the question of where to lay the blame when several parties seem equally guilty. An example has a tortoise as the 5) character. Tortoise wishes to be thought of as equal in strength and authority to Hippopotamus and Elephant. When his boasts reach their ears, however, they snub him by saying he is only a small 6) being. So Tortoise challenges both the powerful animals to a tug of war and through a trick pits them against each other, thus winning from each the 7) consent that he is their match. The audience must decide exactly how 8) the three of them are. As the example shows, dilemma tales function both as instruction and entertainment.

TRADITION
MORAL
TIME
TYPE
LOYAL

CENTRE

SIGNIFY

GRUDGE
LIKE

- 20 Choose from the sets of synonyms the word which is most appropriate in each case.

- 0 Sue spent weeks in hospital after being seriously in a car crash.

A ruined C injured
B impaired D damaged

- 1 When she lost her temper, she the vase her ex-husband had brought her.

A snapped C broke off
B clipped D smashed

- 2 Floods have completely the farmer's crops.

A injured C harmed
B damaged D ruined

- 3 I the notice-board quickly, looking for second-hand cars for sale.

A scanned C scrutinised
B peered D glanced

- 4 The forensic expert the evidence looking for particles of skin.

A glanced C glimpsed
B scrutinised D peered

- 5 My brother is always me about my hooked nose.

A harassing C getting on at
B pestering D teasing

- 6 The border guards have been accused of refugees.

A pestering C harassing
B getting on at D teasing

- 7 My young nieces kept me to buy them sweets.

A teasing C getting on at
B pestering D harassing

- 8 I a plate when I was washing up, but it can still be used.

A chipped C snapped
B smashed D shattered

- 9 The windscreen into a thousand pieces when the car hit a lamp-post.

A smashed C snapped
B shattered D cracked

7c Practice Test

21. Read the text below and decide which answer (A, B, C or D) best fits each gap.

MASS TOURISM

The industrial revolution produced two interconnected 0) effects. The first of these was the introduction of affordable mass transport over long distances with the 1) of the age of railways in the mid nineteenth century, which directly 2) the rise of tourism. Once it became possible for even the working classes to travel, they too, began to travel for the purpose of pleasure. Tourism was no longer the 3) only of the wealthy. For the new 4) working class, tourism was likely to 5) going to the nearest seaside resort. The growing mania for sea bathing and 6) the sea air gave rise to the development of the British seaside holiday town. Some of the most popular being places like Scarborough and Blackpool in the north, and Margate and Brighton in the south. The next big development in mass transport led to international tourism. Once cheap airfares began to be within the 7) of the many rather than just the few, British holidaymakers began to take off in the summer to sunnier 8), with Mediterranean countries like Spain and Greece being amongst the first beneficiaries of the phenomenon of cheap package holidays.

- | | | | |
|------------------|---------------|-------------|---------------|
| 0 (A) side | B oven | C edge | D fringe |
| 1 A opening | B coming | C arriving | D starting |
| 2 A appointed | B invented | C devised | D spawned |
| 3 A advantage | B prerogative | C exemption | D liberty |
| 4 A municipal | B city | C urban | D civic |
| 5 A entail | B demand | C oblige | D necessitate |
| 6 A taking | B having | C using | D getting |
| 7 A touch | B reach | C stretch | D extent |
| 8 A temperatures | B milieus | C climes | D situations |

22 Read the text below and think of the word which best fits each space. Use only one word in each space.

MOBILE PHONES

For many, the jury's still 0) *out* on whether mobile phones can be dangerous to human health. For others, the safety hazards of radiation emanating from mobile phones are clear: a wide array of health problems, including cancer.

There are now billions of mobile phone users in the world. The mobile phone industry insists its products pose absolutely no threat to consumers. However, those researchers who speak out 1) this wisdom say there's virtually 2) doubt mobile phones can contribute to the development of conditions like depression, diabetes, cancer, heart irregularities and impaired fertility. 3) know who to believe but want to err 4) the side of caution? Then follow the advice experts say will minimise your exposure to electromagnetic radiation. First, avoid carrying your phone anywhere on your body. Placing your mobile in a shirt pocket is just 5) for trouble. Carry your mobile in your bag. Second, use your mobile only with full bars and good reception. The weaker the reception, the more power your phone must use to transmit. And the more power it uses, the more radiation it emits and the deeper the dangerous radio waves penetrate your body. Third, always 6) in mind that the most dangerous place for you to be, in 7) of radiation exposure, is within six inches of your mobile's antenna. Place your mobile as far away from your body as you can. Finally, switch your mobile off whenever you can. As 8) as it's on, it's emitting radiation intermittently.

- 23 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

RUBELLA

Rubella is a disease caused by the rubella virus. 0) *Commonly* known as German measles because it was first described by German physicians in the mid-eighteenth century, rubella is generally a mild disease. Indeed, in the majority of people, attacks pass entirely 1) In those who do experience symptoms, medical treatment is almost always unnecessary.

COMMON

NOTICE

RESPIRE
INFECT

COMPANY

COMPLICATE

CARRY
NORMAL
VACCINE

The rubella virus is spread via droplets inhaled into the 2) tract or by direct contact. It is a highly 3) disease. Usually, the first sign of infection is a red rash on the face and body. In children and adults, this rash usually passes within three days, and the other 4) symptoms (which include swollen glands, mild fever, joint pain and sore eyes) disappear within 1-2 weeks. 5) in otherwise healthy individuals are exceedingly rare.

The primary medical danger of rubella is the infection of pregnant women. If a woman catches the rubella virus during the first sixteen weeks of her pregnancy, she is likely to 6) or give birth to a child with severe physical and mental 7) Fortunately, cases of rubella in pregnant women are very rare in the UK today. This is because rubella can be prevented with a 8) and most British children are immunised against rubella as part of the MMR jab.

- 24 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent* when the teacher asked who the culprit was.

- 1 He owes his life to that surgeon.

indebted

He life.

- 2 There wasn't a single ticket left for the concert so we couldn't go.

sell-out

The couldn't go.

- 3 You have the ability to do really well in your career if you make an effort.

mind

You could do really well it.

- 4 The news of the merger really surprised the staff.

taken

The staff by the merger.

- 5 I expected the film to be good, but it wasn't at all.

live

The film at all.

- 6 A cup of tea is the most refreshing drink of all.

match

There's as a refreshing drink.

UNIT 8a Grammar: Wishes – Unreal Past

Form

I wish (If only) + past simple
*I wish he ~~were~~ **was** here now.*

I wish (If only) + past perfect
If only he ~~had behaved~~ himself at the party last night!

I wish (If only) + subject + would + present infinitive
 We never say: *I wish I ~~would~~*
*I wish he **would** stop lying. (I'm fed up with his lies.)*
*I wish you **would** help me. (Please, help me.)*

I wish (If only) + subject + could + present infinitive
*I wish I **could** speak French.*

Use

regret about a present situation which is unreal, impossible or unlikely

regret about a past situation

complaint/regret about the present; willingness, request; wish about sth not likely to happen; unwillingness; insistence

regret about a present or future situation caused by lack of ability

Remember that after **wish** or **if only** we go one tense back. This means that we use **Past Simple** to refer to the present and **Past Perfect** to refer to the past.

Notes

- I Wish/If only** both express regret or hypothetical desire. Both can be used interchangeably but **if only** gives more emphasis.
*I wish she ~~wasn't~~ **weren't** always late.*
If only I ~~knew~~ what to do!
- Wish + infinitive** = want to (formal).
I wish to be informed of all the details. (I want to be informed of all the details.)
- Wish + personal object + object** is used in some fixed expressions of good wishes.
I wish you all the best.
- We use **hope** instead of **wish** for wishes about things that have a possibility of happening.
I hope you get the job. (NOT: I wish you would get the job.)

1. Write a wish for each of the following sentences.

- You want to go on holiday this summer, but you haven't got any leave left.

- You neglected to have your clothes dry-cleaned.

- Louise realised she left her lecture notes at home.

- Tim didn't have enough time to go to the bank during his lunch hour.

- It was unusually cold, so we couldn't go to the beach.

- She wanted to be auditioned for the National Ballet.

- You didn't put the ice cream in the fridge and now it's spoilt.

- You didn't do music in high school and now you regret it.
- It didn't occur to you to take wet weather gear on your walking tour and now you're drenched.

- Your friend won't lend you her silk dress because you were rude to her.

- 11 Theresa's dog keeps the neighbours awake because it barks all night.
.....
.....
- 12 You have lost your reference from one of your previous jobs and now you need it for an interview.
.....
.....
- 13 Dina gets cross because there is a lot of traffic in the street where she lives.
.....
.....
- 14 You and your next door neighbour h
and now he won't speak to you.
.....
.....
- 15 Adrienne saw a beautiful winter coat but it cost one month's pay.
.....
.....

STRUCTURAL CONVERSION

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 <i>I wish I hadn't read the letter.</i>
<i>If only I hadn't read the letter.</i>
<i>I regret reading/having read the letter.</i>
<i>I'm sorry I read the letter.</i>
<i>It's a pity I read the letter.</i></p> <p>2 <i>"I wish he would be more patient," she said.</i>
<i>She complained that he wasn't patient.</i>
<i>She complained that he was impatient.</i></p> <p>3 <i>I would love to travel abroad.</i>
<i>If only I could travel abroad.</i>
<i>I wish I could travel abroad.</i></p> | <p>4 <i>Why don't you drive more carefully?</i>
<i>I wish you would drive more carefully.</i>
<i>Please drive more carefully.</i>
<i>I'd rather you drove more carefully.</i>
<i>You'd better drive more carefully.</i>
<i>It's time you started driving more carefully.</i>
<i>You would be better off driving more carefully.</i></p> <p>5 <i>It's a pity I am not wealthy.</i>
<i>I wish I were wealthy.</i>
<i>If only I were wealthy.</i></p> <p>6 <i>I want to see you in my office.</i>
<i>I wish to see you in my office.</i></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Please, stop talking because I can't concentrate on the film.
quiet
I
..... I can't concentrate on the film.
- 2 Why don't you show me your stamp collection?
let
I
..... your stamp collection.
- 3 You look tired. Why don't you go to bed early tonight?
better
You
..... you look tired.
- 4 Zoe has a job which makes her feel very stressed.
less
Zoe
..... job.
- 5 Meg wants to be left alone because she's upset.
rather
Meg
..... she's upset.
- 6 I regret having committed myself to so many private lessons in the evenings.
not
If only
..... private lessons in the evenings.
- 7 He regrets not taking her threats of leaving him seriously.
wishes
He
..... of leaving him seriously.
- 8 I would love to go on a round-the-world trip.
able
I
..... round-the-world trip.

CONVERSATIONAL GRAMMAR

3 Choose the correct item.

- 0 If only I then what I know now!
 (A) had known (C) could know
 B knew (D) was known
- 1 "It's time you in bed. It's almost midnight, isn't it?"
 "You're right."
 A are (C) had been
 B have been (D) were
- 2 "That trip was a nightmare."
 "Yes, I wish we"
 A went (C) hadn't gone
 B have gone (D) go
- 3 "I overslept and was late for work again!"
 "You'd that alarm clock fixed; it hasn't worked for over a week now."
 A rather have (C) better have
 B better to have (D) rather had
- 4 "You missed an exciting start to the football match."
 "Yes, it's a pity I on time."
 A am not (C) wasn't
 B haven't been (D) hadn't been
- 5 If only I the bill; we wouldn't have been cut off.
 A paid (C) had been paid
 B have paid (D) had paid
- 6 "I shouldn't have missed Mary's party."
 "It's a pity you; we had a lovely time."
 A haven't come (C) weren't coming
 B didn't come (D) hadn't come
- 7 He regrets enough time to finish the exercises.
 A not to have (C) not having
 B not have had (D) to not have
- 8 "Do you mind if I tell Mary about your trip?"
 "Well, I'd rather you anyone else about it."
 A wouldn't tell (C) not to tell
 B didn't tell (D) haven't told
- 9 "You're looking tired."
 "I'm exhausted. I wish my neighbours loud music when I'm trying to sleep."
 A haven't played (C) won't play
 B wouldn't play (D) hadn't played

UNREAL PAST

We can use the **past simple** to talk about imaginary, unreal or improbable situations in the present, and **past perfect** when we refer to imaginary, unreal or improbable situations in the past. This use of the past tenses is called **unreal past**.

Past Simple

- conditional type 2**
If I **were** you, I **would** resign.
- wishes (present)**
I wish I **were** in London.
- I'd rather/sooner sb ...** (for present situations)
I'd sooner you **answered** me **now**.
- suppose/supposing**
Suppose you **were** fired, what would you do?
- as if/as though**
He behaves as if he **owned** the place!
- It's (about/high) time ...**
It's time we **left**.

Past Perfect

- conditional type 3**
If I **had been told** earlier, I **wouldn't** have acted this way.
- wishes (past)**
If only you **hadn't ruined** my dress!
- I'd rather/sooner sb ...** (for past situations)
I'd rather he **hadn't behaved** like that **last night**.
- suppose/supposing**
Suppose you **had lost** all your money?
- as if/as though** (when the action of the **as if** - clause has happened earlier than the action of the main clause)
He looked as if he **had won** the football pools!

Notes

- **Suppose** can be followed by a verb in the present tense to express a situation which may happen in the future or to introduce suggestions.
Suppose he **isn't** at work, where would we find him?
"We haven't got any Coke." "Suppose we **drink** lemonade instead."
- **As if/As though** can also be used with perfect tenses to express a real comparison.
The cottage looks as if it **has been renovated**. (It probably has.)

WOULD RATHER = I'D PREFER

when the subject of **would rather** is also the subject of the following verb

I'd rather + **present bare infinitive** (present/future reference)
 perfect bare infinitive (past reference)

I'd rather **have** fish for lunch. I like it a lot.

I'd rather **have told** him before. He wouldn't have been angry with me.

when the subject of **would rather** is different from the subject of the following verb

I'd rather + **past simple** (present/future)
 past perfect (past)

I'd rather you **left** before the guests arrive. They'll be here soon.

I'd rather they **had left** earlier. They wouldn't have missed their flight.

HAD BETTER = SHOULD

I had better + present bare infinitive (present/future)

We had better **cut down** on fats. (We should cut down on fats.)

It would have been better if + past perfect (past)

It would have been better if you **hadn't behaved** impolitely.

Notes

- **prefer + -ing form/noun + to + gerund/noun (general)**
I prefer **orange juice to tomato juice**.
I prefer **swimming to climbing**.
- **prefer + full infinitive + rather than + bare infinitive (general)**
I prefer **to travel by car rather than (travel) by coach**.
- **would prefer + full infinitive + rather than + bare infinitive (specific)**
I'd prefer **to have apple pie rather than have spinach pie**.
- **would rather + bare infinitive + than + bare infinitive (general or specific)**
I'd rather **sleep than watch TV**.

CONVERSATIONAL GRAMMAR**4 Choose the correct item.**

- 1 "It's a pity Sarah is still unemployed."
"Yes, if only she university."
A would have finished C would finish
B had finished D finishes
- 2 I wish I their help when it was offered.
A would accept C had accepted
B have accepted D accepted
- 3 Suppose she that outrageous story
circulating around the office; she'd be furious!
A has heard C were heard
B would hear D had heard
- 4 "Susan looks ready to cry."
"It looks as if Peter her birthday again!"
A had been forgetting C has been forgetting
B had forgotten D has forgotten
- 5 "Why are you glaring at me?"
"You treat me as if I your slave."
A were C have been
B was being D had been
- 6 I'd rather you the deal in writing by the end
of next week.
A confirmed C had confirmed
B have confirmed D confirm
- 7 "You're looking rather pleased with yourself."
"Suppose your boss you a big bonus, you
would too."
A had given C would give
B has been giving D had been given
- 8 It's time you about your future.
A to think C thought
B had thought D think
- 9 If only she to her principles, she wouldn't
have been led astray.
A sticks C had stuck
B stuck D have stuck
- 10 "I can't think of a good excuse for being late."
"You be honest and tell the truth."
A had better C would have been better
B would better D had better to

STRUCTURAL CONVERSION

- 1 *If you don't tell the truth, he'll punish you.*
You'd better tell the truth or else he'll punish you.
- 2 *If I were you, I would accept his proposal.*
You should accept his proposal.
You'd better accept his proposal.
- 3 *"You'd better take a nap," Mother said.*
Mother advised me to take a nap.
- 4 *"You shouldn't be rude to her," he said to me.*
He advised me not to be rude to her.
He suggested that I shouldn't be rude to her.
- 5 *They asked for a spare key. Why didn't you give them one?*
They asked for a spare key. You should have given them one.
- 6 *There'll be trouble if he behaves like that again.*
He'd better not behave like that again or (else) there'll be trouble.
- 7 *Why didn't you tell him so?*
It would have been better if you had told him so.
If I were you, I would have told him so.
I'd rather/sooner you had told him so.
I wish you had told him so.
- 8 *I'd rather watch TV than listen to music.*
I prefer (watching) TV to (listening to) music.
- 9 *I'd rather stay indoors than go to the party.*
I'd prefer to stay indoors (rather) than go to the party.
- 10 *I prefer to play tennis rather than play polo.*
I'd rather play tennis than (play) polo.
I'd sooner play tennis than (play) polo.
- 11 *I'd rather you left now.*
I'd prefer you to leave now.
- 12 *It's time you learnt how to cook.*
It's time for you to learn how to cook.
You should learn how to cook.
You must learn how to cook.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- Why didn't you take the day off work?
better
It the day off work.
- "You'd better tidy your desk" he said.
to
He desk.
- He'd rather eat with friends than eat alone.
prefers
He alone.
- If we don't leave now, we won't catch the train.
or
We'd catch the train.
- It's time you started learning French.
for
It's lessons.
- I prefer to go by car rather than go by coach.
sooner
I by coach.
- You really should learn to drive.
high
It's to drive.
- I'd prefer you to do the washing-up now.
rather
I'd now.

CONVERSATIONAL GRAMMAR

6 Choose the correct item.

- She's such a snob; she behaves the Queen.
A as if she has been C as if she were
B like she were D like she was
- "Have I done something wrong?"
"I wish you more tactful; you're always offending people."
A were C were being
B have been D had been being
- I'd rather you so much noise last night; I couldn't get to sleep.
A wouldn't make C didn't make
B hadn't made D haven't made
- If only we more people, then we wouldn't be feeling so lonely.
A had known C have know
B knew D were known
- It's high time you the balcony. It's covered in leaves and dust.
A cleaned C had cleaned
B to be cleaned D to have cleaned
- "My washing machine is about to break down."
"If I were you, a new one."
A I'd bought C I'll buy
B I bought D I'd buy
- If only they their tickets; I've got two spare ones.
A didn't buy C wouldn't buy
B hadn't bought D haven't bought
- If John the train instead of driving, he wouldn't have been late for work.
A would catch C caught
B should catch D had caught
- Suppose the stock market, how much money would we have lost?
A had crashed C has crashed
B crash D would crash
- Sally would prefer to pursue her studies to look for a job.
A rather than start C rather than starting
B to starting D than to start

7 Read the text below and think of the word which best fits each space. Use only one word in each space.

CHRISTMAS SALES

People will queue for hours in order to snap **0** *up* a bargain in the UK's annual post-Christmas sales which traditionally start on Boxing Day but in recent years have begun **1** in advance of Christmas Day. **2** and down the country, outside the most famous department stores and shopping centres, the most determined bargain hunters will even camp out overnight in order to ensure their place at the front of the queue. And **3** can blame them when it's not **4** for stores to offer discounts of 80% or more during this period.

The peak weeks of Christmas trading have always been crucial to UK retailers. Typically, this period **5** for nearly one-fifth of the UK retail industry's annual sales. However, in recent years, it has become even more significant as increasing numbers of Britons choose to play a waiting **6** with retailers in anticipation of huge discounts during the sales period. With money tighter than ever due to the global recession, the British public have become much more reluctant to fork **7** a fortune over Christmas when they know they can grab a bargain in the sales. If you're ever in the UK over the Christmas period, make sure you **8** the shops and join in the fun as you're guaranteed to find some unbelievable bargains. Just be prepared to be pushed and shoved a bit, though, as it can be extremely busy!

PHRASAL VERBS 1

8 Match the phrasal verbs in bold with the definitions given.

- 0** If you **keep at** your French studies, you'll improve.
- 1** I need to **keep up with** the latest developments in the stock market.
- 2** If we **keep to** the plan exactly, we're certain to succeed.
- 3** As I couldn't **keep up with** my classmates, I transferred to a lower class.
- 4** Don't **keep on at** me about the door; I'll fix it.
- 5** The authorities managed to **keep down** rebellious factions with the use of force.
- 6** **Keep in with** the boss and you'll soon get a promotion.
- 7** It's time we found out what he's **keeping back** from us.
- 8** The student **was kept in** for an hour for cheating in the exam.
- 9** **Keep on** the diet and you'll soon begin to lose weight.

- a** follow
- b** progress at the same rate
- c** continue doing sth
- d** continue working at
- e** repress
- f** detain after normal hours as a punishment
- g** hide
- h** continue to be friendly
- i** continue talking in an irritating way/nag
- j** be informed about

- 0** *d*
- 1**
- 2**
- 3**
- 4**
- 5**
- 6**
- 7**
- 8**
- 9**

PHRASAL VERBS 2

lay aside:	put to one side
lay into:	attack (with blows or words)
lay off:	stop doing sth irritating
lay out:	spend
let down:	1) disappoint 2) lower sth
let in for:	involve in trouble
let in on:	allow sb to share a plan, secret etc
let sb off:	not punish
let on:	reveal a secret
let out:	1) make (a garment etc) loose or larger (opp.: take in) 2) utter a cry
let sb through:	allow sb to pass through or enter a place
let up:	become less in degree
let up on:	treat sb less severely

9 Fill in the correct preposition(s) or adverb.

- 0 He laid *out* all his savings on that venture which fortunately succeeded.
- 1 This blouse is too tight for me. I'd better let it
- 2 He let his parents by failing his exams.
- 3 Don't let that they're planning to get married. Their parents don't know.
- 4 I wish you'd lay telling me what to do all the time.
- 5 You should really let the children. They can't be perfect all the time.
- 6 We'll let you our plans but don't tell anybody else.
- 7 Her father laid her when she came home two hours late from a party.
- 8 I let myself a lot of trouble when I agreed to help her.
- 9 If the rain lets, we'll be able to play tennis.
- 10 For the last twenty years, he has been laying 15% of his salary for his old age.
- 11 He was let with a warning instead of being given a fine.
- 12 The student let a cry of horror when she saw her poor exam results.

IDIOMS/FIXED PHRASES 1

against all odds:	despite difficulties
get the sack:	be dismissed from one's job
in the offing:	likely to happen
status symbol:	possession thought to show sb's high social rank, wealth, etc
once and for all:	for the last time
white elephant:	useless/unwanted possession
short and sweet:	brief but pleasant (usu ironic)
out in the open:	(of secrets) revealed, known
golden opportunity:	the best chance to gain sth
out and out:	complete, total
in public:	in the presence of other people
get the wrong end of the stick:	misunderstand completely what has been said
throw a party:	have/hold a party
take things to pieces:	dismantle things
grease sb's palm:	bribe sb

10 Fill in the blanks with one of the idioms/fixed phrases.

- 0 This new job is a *golden opportunity* and far too good to turn down.
- 1 Let's keep this — just tell me what you want and then leave. I'm busy!
- 2, sit down and be quiet or I'll send you out!
- 3 I always find it embarrassing when people argue
- 4, he won the national song contest and became quite well-known.
- 5 What he promised was impossible — he was a(n) liar.
- 6 Being a car mechanic, William loves engines
- 7 I'm afraid a recession is
- 8 Now that the scandal is, the Minister will have to resign.
- 9 When the traffic warden gave me a parking ticket, I tried to which only got me into more trouble.
- 10 It's traditional to when you move house.
- 11 John because he was always arriving late to work.

IDIOMS/FIXED PHRASES 2

out of print:	(of books) not available anymore
past one's prime:	growing old/not at your best
come to the point:	reach the main point in a discussion
be out of practice:	lacking practice
beside the point:	irrelevant
pop the question:	make a proposal of marriage
part and parcel of:	basic part of
out of the frying pan into the fire:	from a bad situation to a worse/similar one
a bitter pill to swallow:	a difficult fact to accept
fall into place:	become clear

11. Fill in the blanks with one of the idioms/fixed phrases.

- My husband *popped the question* on Valentine's Day in 2005.
- The book was published in the 1960s and is now
- Moving from that house to this one was a case of
It's much worse here.
- I'd love a game of tennis even though I'm
- Failing the exam after so much hard work was
- Everything
at the end of the film.
- Since we were discussing unemployment, his comment about football was totally
- I wish he'd
and stop wasting everyone's time.
- You're no longer considered
..... until you're well into your 60s.
- Doing the washing-up is
..... living independently.

COLLOCATIONS

12 Look at Appendix 3 and fill in the blanks with the correct preposition(s).

- To everyone's astonishment, she arrived at the party in a Rolls Royce.
- Mary was impatient the Christmas holidays to arrive.
- Their school building is repair, so they are having lessons in the old library.
- She was the point of leaving when the phone rang.
- People were chosen random to try the new product.
- answer to your question, the meeting will take place next Tuesday.
- Don't be so impatient Sue. She's only 10 and doesn't understand things quickly.
- no account must you open your book during the test.
- Gill wasn't her usual cheerful self today. She was the weather.
- the whole, I think your work is quite satisfactory.
- As there was little time left, he outlined his plans brief.
- Jam oozed the doughnut when she bit into it.
- He is proud his new sports car.
- The driver was oblivious the red light and went straight through it.
- The schoolchildren were overburdened homework.
- My mother has an obsession cleanliness and is forever doing the housework.
- The surgeon operated the woman with the fractured hip.
- My brother is so mean that he hates to part a single penny!
- The villagers left their homes in the valley and moved to higher grounds as a precaution flooding.
- The shop sent me the cooker approval as I wasn't sure it was the model I wanted.
- He has a proclivity being dishonest in business.
- Mrs Heath pleaded her husband not to resign from his job.

13 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Digging in the garden gives me an outlet for my frustrations.
vent
Digging frustrations.
- 2 The TV channel broadcast the whole of the tennis tournament.
extensive
There tennis tournament.
- 3 She was allegedly the richest singer in Peru.
claimed
They singer in Peru.
- 4 The boys hurled snowballs at their next-door neighbour.
pelted
The boys snowballs.
- 5 She claimed that her success was due purely to luck.
attributed
She luck.
- 6 The first sign of the disease is blurred vision.
onset
The blurred vision.
- 7 Pam didn't understand the situation and so made a terrible mistake.
stick
Pam made a terrible mistake.
- 8 The newspaper revealed that the politician was a spy.
exposed
The politician the newspaper.
- 9 Sheila has become too big to wear this pullover.
grown
Sheila pullover.
- 10 There are a lot of people out of work in this town.
level
The in this town.
- 11 We forgot to include the cost of accommodation in our holiday budget.
allow
We in our holiday budget.
- 12 We need to find a new market if the company is to survive.
on
The market.
- 13 They say he owes a lot of people money.
debt
He's said a lot of people.
- 14 Unless we can obtain more information, we can't process your claim.
forthcoming
Unless we can't process your claim.
- 15 The judge concluded that the accident was the result of reckless driving.
cause
The judge concluded that accident.
- 16 The redevelopment programme needs to be supported by the local council.
backing
The redevelopment programme the local council.
- 17 Rick's boss says he thinks Rick is doing a wonderful job.
praise
Rick's boss Rick.
- 18 The company is introducing a new dress code on the first of the month.
force
A on the first of the month.
- 19 Marcus hasn't got very far with his dissertation.
made
Marcus his dissertation.

FIXED PHRASES

by and large:	to a great extent/generally
larger than life:	exaggerated
on its last legs (Inf):	in weak or poor condition/ needing replacement
lay it on thick (Inf):	exaggerate
lay sb low:	make sb ill or weak, confine them to bed
improve by/in leaps and bounds:	improve/increase very rapidly
do sth at length:	take a long time to do/do sth in great detail
follow/obey to the letter:	follow (e.g. instructions) exactly without question
on the level (Inf):	sincere, truthful
make light of sth:	treat sth as though it is not serious when in fact it is
bring into line with:	make sb/sth comply with a standard/behaviour
draw the line:	refuse to do/tolerate sth
put sth on the line (Inf):	risk, endanger
be lost on sb:	have no effect on sb/not to be understood by sb
not for love nor money:	by no means/for no reason
like it or lump it (Inf):	whether you like it or not
leave sb in the lurch (Inf):	abandon/let sb down

14 Complete the sentences using one of the fixed phrases in an appropriate form.

- Barbara was by a nasty bout of gastroenteritis.
- The new taxation law the country the rest of Europe.
- I read through the recipe and for a successful outcome.
- Martha's piano playing is improving these days.
- The irony of the situation Ted.
- would I go bungee-jumping.

- I will reluctantly work on Saturdays but I on Sundays.
- Sean always attempts to the fact that he has a serious illness. He never complains.
- The chairman spoke at the board meeting about the sales figures.

15 Choose the correct item.

- The optician says you have to wear glasses, like it or it.
A jump C dislike
B lump D loathe
- You will be putting your life on the if you take up skydiving.
A ground C lane
B way D line
- His friends and family left him in the when he went bankrupt.
A church C end
B lurch D street
- There are more people employed, by and, in the service sector than in manufacturing nowadays.
A large C by
B all D through
- Tara was really laying it on about her accident at work.
A fine C thick
B broad D thin
- Were you on the when you said you had resigned from work?
A wagon C flat
B level D town
- Stars of the Hollywood silver screen tended to be larger than
A life C reality
B drama D ever
- Judging from the noise it is making, the washing machine is on its last
A gasp C resort
B breath D legs

16 Match column A with column B, then fill in the correct idioms/fixed phrases.

Column A	Column B	
0 as plain as	a the hills	0 d
1 as keen as	b a lamb	1
2 as fit as	c mustard	2
3 as gentle as	d the nose on your face	3
4 as good as	e ditchwater	4
5 as light as	f Punch	5
6 as miserable as	g gold	6
7 as old as	h a feather	7
8 as dull as	i a fiddle	8
9 as pleased as	j sin	9

- 0 What do you mean, you can't see she's unhappy? It's *as plain as the nose on your face*.
- 1 Joan was when she learned she'd failed the exam.
- 2 That magic trick is; I've seen it a hundred times.
- 3 Her cat Rosie is She weighs less than a kilo.
- 4 John was to get on with the project. In fact he could hardly wait.
- 5 Mary was when she learned she'd won the lottery.
- 6 The babysitter said that the children had been and that she hoped to have children just like them.
- 7 The dog looked vicious, but in reality it was

WORD USAGE

17 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

DIAMONDS

As a gemstone, diamonds have been prized for centuries for their 0) *exceptional* brilliance and lustre. Just twenty percent of all the diamond mined today is of 1) size and gem-quality to be distributed to experts for jewellery manufacture, however. The majority of diamond extracted from the earth is sold to industry.

Diamond is a material with 2) physical qualities. In particular, it is the hardest natural substance known to man, and it is an excellent conductor of heat. It is these two qualities that determine a diamond's major industrial 3): the cutting, grinding, drilling and polishing of objects. Diamonds are 4) in drill tips and saw blades for the purposes of cutting and drilling. Industrial-grade diamonds (which are usually black in colour due to 5)) are also ground into micron-sized abrasive powders for use in polishing. Indeed, diamonds have become indispensable to industry today. Tools made from diamonds offer a nearly 6) precision in cutting other substances. In medicine, instruments made from diamonds are used to cleanly slice through bone and tissue. The petroleum industry uses diamond- 7) drill bits to cut through rock in their search for oil. The mining and construction industries use diamond tools to cut through rock and concrete. In fact, such is industry's need for diamond that demand exceeds the supply obtained through mining. Fortunately, scientists have been able to produce diamonds 8) since 1954. Every year, 600 tonnes of laboratory-made diamond is produced specifically for industrial use.

EXCEPT

SUFFICE

SUPER

APPLY
BED

PURE

MATCH

PREGNANT

SYNTHESISE

18 Choose the correct item.

- 0 I left the house in a hurry and my bedroom was with clothes.

A scattered C strewn
B dispersed D sprinkled

- 1 We giggled at the sight of Mrs Brown down the road in her six-inch stiletto heels.

A staggering C tottering
B reeling D stumbling

- 2 The skaters gracefully across the ice.

A slid C slipped
B glided D skidded

- 3 The cat slept peacefully in the long grass.

A huddled C snuggled
B nestled D cuddled

- 4 Mr Wright his vegetable garden carefully.

A tends C sows
B grows D attends

- 5 Employees of the company are forbidden to information about the secret formula.

A betray C portray
B divulge D unveil

- 6 The soldier didn't his comrades even when he was pressured to do so.

A betray C reveal
B divulge D disclose

- 7 The removal men the heavy piano up the stairs with great difficulty.

A toted C thrust
B shoved D heaved

- 8 She a few clothes into a case and hurried to the airport.

A scattered C piled
B shoved D heaved

- 9 My fear of wasps from the fact that I was severely stung as a child.

A stems C generates
B begets D commences

- 10 This year's series of open-air plays with a performance of "Electra".

A stems C derives
B originates D commences

- 11 We could hear the monkeys long before we reached their cage.

A chatting C prattling
B chattering D babbling

- 12 Jane about the surprise party for Sheila and now the whole idea is ruined.

A blabbed C prattled
B gossiped D chatted

COLLOCATIONS

19 a) Fill in valuable, precious.

0	valuable stone	6 moment
1 advice	7 antique
2 experience	8 jewellery
3 metal	9 time
4 discovery	10 links
5 friend		

b) Fill in comfortable, convenient.

1 time	6
2 bed		supermarket
3 position	7 life
4 place	8
5 excuse	9	bus stop
			room

20 a) Fill in chop, slice, shred.

0	slice bread	4 paper
1 cake	5 meat
2 wood	6
3		documents
	tomatoes	7 cabbage

b) Fill in slim, lean, thin.

1 meat	5 chance
2 man	6 line
3 ice	7 times
4 volume	8 harvest

c) Fill in clean, clear.

1 hands	6 wound
2 sky	7 day
3 sheets	8 knife
4 air	9 voice
5 weather	10 lines

21 Fill in the blanks with one of the words from the list below in the correct form.

• fire • monitor • enact • broaden • vent
• waive • howl • pamper • meet • issue

- 0 "If you don't *meet* our demands, we will destroy your business", he said.
- 1 The booking office hasn't my tickets yet.
- 2 Considering my vast experience, they the normal requirements.
- 3 The doctors his progress with sophisticated equipment.
- 4 The teacher his anger on the naughty child.
- 5 As soon as he the gun, the birds flew away.
- 6 The government a law to make recycling compulsory.
- 7 My father says that reading your mind.
- 8 The dog with pain when the cat scratched it.
- 9 If you children, they will grow up spoilt.

22 Collocate the expressions with words from the given list.

• curb • betray • cuddle • accuse • marvel
• charge • sprinkle • disperse • blab • slip
• stagger

- 0 to *stagger* under the weight of sth
- 1 to a crowd
- 2 to one's behaviour
- 3 to the baby
- 4 to on the ice
- 5 to the secret
- 6 to sb of lying
- 7 to with sugar
- 8 to sb with careless driving
- 9 to sb's trust
- 10 to at the view

23 Choose the correct item.

- 0 He was intensively before the tennis tournament.
A practised C learned
B coached D taught
- 1 Our journey was by the icy roads, which forced us to drive very slowly.
A obstructed C barred
B impeded D blocked
- 2 Before the parachute jump, he was carefully in safety procedures.
A shown C presented
B instructed D familiarised
- 3 She her daughter to the care of a babysitter.
A entrusted C confided
B relegated D resigned
- 4 The engineer the machine with a hammer and, miraculously, it roared back to life.
A slapped C whacked
B smacked D punched
- 5 Fighting among rebel soldiers last night and a curfew has now been imposed.
A enhanced C heightened
B aggravated D intensified
- 6 While other companies collapsed in the economic recession, Cartwright Ltd and share prices rose.
A earned C profited
B exploited D gained
- 7 Rebecca her fiancé across the face during an argument and walked out of the restaurant.
A smashed C struck
B slapped D punched
- 8 The judge's ruling a wave of protest campaigns across the country.
A provoked C launched
B instigated D commenced
- 9 Although she was able to walk with the aid of crutches, having a broken ankle her movements considerably.
A barred C intervened
B hindered D blocked
- 10 The Oscar-winning actress simply charm and professionalism in her acceptance speech.
A exuded C expunged
B excluded D extricated

8c Practice Test

24 Read the text below and decide which answer (A, B, C or D) best fits each gap.

THE ANTIKYTHERA MECHANISM

The Antikythera shipwreck 0) the archaeological museum in Athens, Greece with a whole 1) of treasures at the turn of the 20th century. These included massive marble statues, tiny glass bowls, gold jewellery and the life-sized bronze 2) known as the Youth of Antikythera. But there was one item, in particular, that 3) the attention of the museum's director, Valerios Stais. He noticed that a small piece of 4) metal appeared to have a gear mechanism 5) within it. He then surmised that this piece of metal was more than likely some kind of astrolabe of the 1st century BC. The scientific world of the time treated his theory with 6) As far as the world at large was concerned, no gear mechanism could have come from the 1st century BC, as it was firmly believed that they had not been invented until much later. So, Valerios Stais put the chunk of metal into 7) in the vaults of the museum, where it lay, undisturbed, for another fifty years until the British scientist Derek de Solla Price 8) an interest in it. Since then, scientists and archaeologists have worked tirelessly to solve the mysteries of the Antikythera Mechanism. It has now been proved that Stais was correct that the object was part of a complex gear mechanism and it is, indeed, from the 1st century BC. But it is not an astrolabe. It is, in fact, what can only be described as the world's first analog computer.

0 A gave

1 A host

2 A classic

3 A took

4 A corrupted

5 A embedded

6 A mockery

7 A bank

8 A took

B furnished

B army

B rarity

B gripped

B distorted

B stamped

B contempt

B deposit

B held

C offered

C legion

C masterpiece

C found

C corroded

C imprinted

C disregard

C reserve

C had

D decorated

D throng

D prize

D caught

D disfigured

D branded

D neglect

D storage

D gave

25 Read the text below and think of the word which best fits each space. Use only one word in each space.

AGE IS A STATE OF MIND

The American comedian, George Burns, 0) who lived to be 100 years old, was once asked the secret to 1) vigour, prosperity, and longevity. He answered in one word, "Attitude". Psychologists agree. 2) no attention to the number of candles on your birthday cake, they say. Age is not a number; it's a mind-set.

It's true that those people who look and act younger than their years all seem to share certain characteristics. They don't 3) life too seriously; they have a good sense of humour; and rather than look 4) on what they have or haven't done, they focus on what lies ahead. In short, their approach to life is to look on the bright 5) of things and live in the moment. Time and time 6), studies have indicated that optimists age better than their pessimistic counterparts. Perhaps this shouldn't be surprising. In all aspects of life, the attitude we bring 7) the table affects the eventual outcome. When we expect success, for instance, the odds that we achieve it are far greater than when we presuppose failure. Likewise, how fast we eventually age is very much determined by our state of mind. So remember: if you think you are ready for the rocking chair, then you will be, 8) matter what your age. Retain a youthful outlook, however, and you will always seem much younger than your years.

- 26 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

FISHING

Bottom trawling – the practice of dragging huge, heavy nets across the seafloor – is possibly the most **0)** *destructive* fishing method yet devised by man. Notorious for its **1)**, bottom trawling severely damages ecosystems and results in the death of countless non-target species. The nets **2)** destroy every object in their path and every life form. The collateral damage, known as 'bycatch', can amount to 90% of a trawl's total catch. Indeed, in 2004, it was shown that bottom trawling kills 16lb of sealife to produce just 1lb of **3)** fish. The dead or dying marine animals are considered **4)** and simply dumped back into the ocean. Waste on such a gargantuan scale is not remotely sustainable and scientists around the world have called for the **5)** of bottom trawling.

Today, the situation with the world's oceans has become so critical that many experts now predict current fish stocks will collapse **6)** by 2048 unless urgent action is taken on all fishing practices, including bottom trawling. In 2006, the UN General Assembly debated a ban on bottom trawling by member states, but the **7)** was eventually blocked. In 2007, the South Pacific Regional Fisheries Management Organisation banned bottom trawling in the high seas areas it manages (accounting for about 25% of the global ocean), while the North East Atlantic Fisheries Commission recently made it **8)** to fish in some of its waters. Sadly, despite this progress, the vast majority of international waters remain unprotected.

DESTRUCT
WASTE
DISCRIMINATE

MARKET
WORTH

CEASE

ENTIRE

PROPOSE

LAW

- 27 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked* who the culprit was.

- 1 John took my place while I was at the dentist's.

stood

John at the dentist's.

- 2 I think you'll have problems if you park here.

better

I think here.

- 3 I don't think Patrick has ever been camping.

best

To been camping.

- 4 In my opinion, computers are more trouble than they're worth.

hindrance

In my opinion, computers help.

- 5 The gates must be locked before we leave the premises.

prior

We the premises.

- 6 Customers will not want to buy this product.

market

There this product.

UNIT 9a Grammar: Relatives

RELATIVE PRONOUNS

	subject of the following verb (cannot be omitted)	object of the following verb (can be omitted)	possession (cannot be omitted)
people	who/that He is the actor . He was awarded the Oscar. He is the actor who/that was awarded the Oscar.	whom (f)/who/that There's the man . We met him yesterday. There's the man (whom/who/that) we met yesterday.	whose That's Mr Brown . His wife died last month. That's Mr Brown, whose wife died last month.
things/animals	which/that I bought a camera . It doesn't work properly. I bought a camera which/that doesn't work properly.	which/that Here's the dog . I found it in the street. Here's the dog (which/that) I found in the street.	whose/of which There's the camera. Its lens is broken. There's the camera whose lens/the lens of which is broken.

RELATIVE ADVERBS

time	when (= in/on which) The day when he first met Jane was the happiest of his life.
place	where (= in/at/on/to which) That's the centre where the conference is being held.
reason	why (= for which) His laziness was the reason why he was dismissed.

Notes

- **That** can replace **when** or be omitted in an informal style. *I'll never forget the day (**when/that**) the earthquake happened.*
That can replace **where** or be omitted only after the words **somewhere, anywhere, nowhere, everywhere, place**.
*Have you got somewhere (**that**) I can store my schoolbooks?*
*That can replace why or be omitted only after the word reason. That's the reason (**why/that**) he lied to you.*
- **That** is never used after commas or prepositions.
*That's the place **in which** I was born.* NOT: *That's the place ~~in that~~ I was born.*
*This is Paul, **who** you spoke to last week.* NOT: *This is Paul, ~~that~~ you spoke to last week.*

DEFINING RELATIVE CLAUSES

A defining relative clause refers to the preceding noun. It gives essential information about it and cannot be omitted, as this could obscure the meaning of the main clause. A defining relative clause cannot be placed between commas.

People are artists. (Which people? Everyone?)

People **who paint** are artists.

NON-DEFINING RELATIVE CLAUSES

A non-defining relative clause refers to the preceding noun and gives extra information about it. Therefore, it can be omitted without cause or confusion or changing the meaning of the main clause, and must be put between commas.

My brother, **who is studying medicine**, will be 24 next week.

Relatives with Prepositions

The preposition is put in front of **whom** or **which** (formal English). It can also be put at the end of the relative clause, in which case **whom** becomes **who**. In such instances, however, **that** (less formal) is more commonly used instead of **who/which**. In everyday speech, it is also common for **who/which/that** to be omitted all together.

That's the man **with whom** I went to France. (formal)

That's the man **who/that** I went to France with. (less formal)

That's the man I went to France **with**. (informal)

where: a) preposition + **which**

b) **which/that** + clause + preposition

c) clause + preposition (no relative)

That's the house **where** we lived for ten years.

a) That's the house **in which** we lived for ten years.

b) That's the house **which/that** we lived in for ten years.

c) That's the house we lived **in** for ten years.

when: a) preposition + **which**

b) **that** + clause + preposition

c) no relative, no preposition

1964 is the year **when** I was born.

a) 1964 is the year **in which** I was born.

b) 1964 is the year **that** I was born (in).

c) 1964 is the year I was born.

CONVERSATIONAL GRAMMAR

1 Choose the correct item.

1 "He looks familiar."

"He's the author novel became a best seller."

A which

C whose

B of which

D whom

2 "Hi Nick. I've got bad news. Natalie and James broke up again."

"I know, but it is James is to blame this time, not Natalie."

A for whom

C who

B whose

D which

9a Grammar: **Relatives**

- 3 "Wendover? Never heard of that town before."
"Well, actually it's the town I spent my teen years."
A where C when
B who D which
- 4 "What are you reading?"
"A review of the film was on television last night."
A which it C that it
B where D which
- 5 "Which was the most disappointing moment in your career?"
"It was the moment I realised that my partner was stealing from our company."
A which C when
B where D on which
- 6 Children always want to know the reason things are as they are.
A whom C which
B why D who
- 7 "Is there a problem with the letter?"
"The person this letter is addressed no longer lives here."
A who C to who
B to whom D whom
- 8 India is the country he spent the early years of his life.
A at which C where
B that D on which
- 2 **Fill in the blanks with the correct relative pronoun or adverb. Indicate where they can be omitted.**
- 1 Our new neighbours, who live in the flat is just below ours, own the gallery is showing the Picasso exhibition.
- 2 Two weeks ago he went to Chicago, he met the man for he will be working he finishes his training.
- 3 Kevin Sedgewick, stars in this film, comes from the small town I lived I was studying in England.
- 4 It was on Saturday Gary told us about the job he was offered.
- 5 I believe that vitamin C relieves colds quickly, is a point many doctors disagree on.
- 6 Angela is a parent I met at the school last week. Angela, is very tall, told me she played basketball professionally, was interesting.
- 7 The young man you were speaking to at the conference was the one mother is the country's best heart surgeon.
- 8 My Babe Ruth baseball card, value has tripled since I bought it twenty years ago, was bought by a collector lives in the house I grew up.
- 9 Just as we were getting out of our car, Miss Williams, lives two doors away, came up and asked us if we had seen the couple to she had rented a flat.
- 10 Yesterday was one of those days I couldn't find any free parking spots, was frustrating.
- 3 **Join the following sentences using relative pronouns or adverbs.**
- 1 John and Joe are brothers. They own the café down the street.
- 2 He bought these trousers at a second-hand shop. His best friend owns it.
- 3 That woman is a wealthy heiress. She is wearing dark sunglasses.
- 4 His article was accepted by the editor. He wrote it last week.
- 5 Jim and Maureen are our neighbours. Their daughter has just got married.
- 6 The cinema has recently been renovated. It was designed by a famous architect.

STRUCTURAL CONVERSION

- 1 **This is the building where** the meeting will take place.
This is the building in which the meeting will take place.
This is the building the meeting (which/that) will take place in.
- 2 **She sent** her kind regards, which was nice of her.
It was nice of her to send her kind regards.
- 3 **She is** rather childish, which can be irritating.
It can be irritating that she is so childish.
- 4 **It was a shame** that you weren't able to attend the performance.
You weren't able to attend the performance, which was a shame.
- 5 **She received a gift** which was totally useless.
The gift she received was totally useless.
- 6 **The actor I met** was extremely talented.
I met an actor who was extremely talented.
- 7 **That's the Queen.** Her reign began in 1953.
That's the Queen, whose reign began in 1953.
- 8 **He spoke quickly and** I got confused.
He spoke quickly, which confused me.
- 9 **Whose pen** is this?
Who does this pen belong to?
To whom does this pen belong?
Who is the owner of this pen?
- 10 **Many students** graduate every year. Most of them come from abroad.
Many students, most of whom come from abroad, graduate every year.
- 11 **Shakespeare** wrote the play Othello.
Othello is a play (which/that) Shakespeare wrote.
- 12 **Dante was born** in that house.
That's the house Dante was born in.
That's the house where Dante was born.
- 13 **I can't see any reason for** their behaving like that.
I can't see any reason why they behaved like that.
- 14 **The day when** I got married was the happiest of my life.
The day on which I got married was the happiest of my life.
The day I got married was the happiest of my life.

4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Can you tell me who the owner of that car is, please?
belongs
 Can you tell me, please?
- 2 This is Thomas Hardy's birthplace.
town
 This in.
- 3 It was generous of her to donate so much money to charity.
amount
 She, which was generous of her.
- 4 This is the dog which won first prize at Crufts last week.
awarded
 This is the dog last week.
- 5 He recommended me for the position, which was very nice of him.
kind
 It for the position.
- 6 It's unfortunate that the construction of the building will not be finished as originally planned.
longer
 The construction of the building unfortunate.
- 7 It was childish of him not to accept my apologies.
refused
 He of him.
- 8 He was born in London fifty years ago.
city
 London fifty years ago.
- 9 The newspaper editor only accepted one of the ten articles I wrote.
by
 I wrote ten articles, the newspaper editor.
- 10 The writer I really admire won the Nobel Prize for Literature.
admiration
 The writer for won the Nobel Prize for Literature.

9b English in Use

- 5 Read the text below and think of the word which best fits each space. Use only one word in each space.

TAXI SCAMS

Taxi drivers are notorious for scamming tourists the world **0** over. From Athens to Argentina, from Morocco to Mumbai, devious and unprincipled taxi drivers have been charging naïve tourists with just as much as they think they can possibly **1** away with for years. Unfortunately, when you're in a foreign country, short **2** opting for public transport, you pretty much have to accept that sooner or later you'll fall victim to one of these scams. Taxi drivers have a huge repertoire of tricks, and it's of little consequence if you happen to be onto one or two of **3** Your driver will simply use another to achieve his aim. Request a metered journey? Your driver will have a meter that has been tampered with so it runs at an extortionate rate, or he will simply take the 'long way' to your destination in order to rack up the fare. Happen **4** know the way to your hotel? You'll still be driven around unnecessarily, as 'traffic jams' or 'road closures' will be blocking the main routes. Think negotiating a set price will prevent you **5** being conned? Think again. You're sure to be quoted an inflated fare. Even if you do somehow manage to fix a reasonable price, your driver will simply state another at the end of your journey, citing numerous reasons for the revised fare (loading and unloading your suitcase cost extra; there is a per-suitcase set fee, etc). You won't win the argument either. Your driver will have had far too much experience arguing with passengers **6** to emerge victorious. Manage to avoid all the above? Then taxi drivers have much less obvious and far more sophisticated scams **7** their sleeve, such as switching a large denomination note for a smaller one when you **8** over your cash and saying you have made a mistake and did not give him enough.

PHRASAL VERBS 1

- 6 Look at Appendix 1 and fill in the missing preposition or adverb from the box below.

• ahead • onto • back • for • after • up (X2)
• out for • to • up to • over • down on
• on (X2) • at • into • out (X2)

- 0 Looking **back** on my life, I realise I've been very fortunate.
- 1 In 1917 the Russian working classes rose against their masters.
- 2 She looks Mrs Brown's children three days a week.
- 3 This firm looks employees who have initiative.
- 4 Robert looks people who are not as educated as he is.
- 5 The police are looking the matter and hoping to find a solution soon.
- 6 Look! There's a car coming.
- 7 He looks his older brother and follows his example in everything.
- 8 Let's make an appointment to look the house that is for sale.
- 9 The hotel room looked the swimming pool.
- 10 Passers-by looked as the circus passed through town.
- 11 They looked him to provide funds for the new magazine.
- 12 We've been looking a new flat for months but we haven't found one yet.
- 13 You'd better look the dates in the encyclopaedia.
- 14 I'm sorry; I haven't had time to look your composition yet.
- 15 Have you looked at what you'll be doing in two years' time?
- 16 He was led by her flattery but soon discovered how insincere she was.
- 17 I don't think we can rule this possibility after all.

PHRASAL VERBS 2

- 7 Look at Appendix 1 and fill in the missing preposition or adverb from the box below, then give a synonym for each phrasal verb.

• for • out (X4) • up (X5) • off with
• up for • over • into

- 0 Can you make *out* the meaning of this passage?
- 1 When you make the cheque, please make it payable to Mr R. Smith.
- 2 The naughty boy made the last of the sweets.
- 3 When they heard the fire alarm, the audience made the exit.
- 4 The boss asked her to make the hours she missed last week.
- 5 I don't know how to make my rudeness to him.
- 6 The committee is made of twelve members.
- 7 She makes that she is a successful actress, but in fact she's only played one small role.
- 8 They want to make the loft a study.
- 9 He made the whole story; it was just a figment of his imagination.
- 10 Her father has made all his property to her as she is his only child.
- 11 After not speaking for several days, they finally made it
- 12 I can't make who is in the room, as it's too dark.
- 13 She never goes out of the house without first making her face.

0 *understand*

- | | |
|---------|----------|
| 1 | 7 |
| 2 | 8 |
| 3 | 9 |
| 4 | 10 |
| 5 | 11 |
| 6 | 12 |
| | 13 |

IDIOMS/FIXED PHRASES 1

- | | |
|----------------------|---------------------------------------------------------|
| hit the roof: | get very angry |
| work to rule: | adhere strictly to the regulations as a form of protest |
| rack your brains: | think very hard about sth |
| off the record: | unofficial(ly) |
| in a rut: | stuck in a monotonous routine |
| in the long run: | after a long period of time |
| it stands to reason: | it is logical |
| as a last resort: | when all else has failed |
| put down roots: | settle down |
| know the ropes: | know all the details of sth |

- 8 Fill in the blanks with one of the idioms/fixed phrases.

- 0 After working in the same office for ten years, he felt he was *in a rut*.
- 1 My boss couldn't tell me anything officially but he told me a promotion was imminent.
- 2 She when her neighbours played their stereo at full volume for the fourth consecutive night.
- 3 Having lived and worked in more than a dozen countries, he thought it was about time he in one place.
- 4 The bus drivers voted to in an attempt to break down the management's resistance to their demands.
- 5 You've eaten so much that you feel sick.
- 6 I'd been unable to contact her for three days so I drove the thirty miles to her house to see what was going on.
- 7 Paul's only just started work here, so he doesn't really yet.
- 8 This may be an expensive purchase now but it will save us a lot of money.
- 9 He had to to remember where he had left his spare car keys.

PREPOSITIONS

- 9 Look at Appendix 5 and fill in the blanks with the correct preposition.
- 10 Susan's quest *for* a satisfying job was at last realised.
- 11 We had to queue before we could get into the cinema last night.
- 12 Heavy rain resulted widespread flooding.
- 13 I was reminded my childhood when I heard that nursery rhyme.
- 14 Green vegetables are rich vitamins and minerals.
- 15 She is quick doing mental arithmetic.
- 16 Queen Victoria reigned Britain and Ireland for more than sixty years.
- 17 The sight of the snake made him recoil horror.
- 18 His style of writing is reminiscent Thomas Hardy's.
- 19 There has been a sharp rise unemployment this year.
- 20 Please keep touch after you've gone back to America.
- 21 As she didn't have a lot of cash, she bought the fridge credit.
- 22 They live the outskirts of a large industrial town.
- 23 average, English students study at university for three years.
- 24 Mike is not really tune with the rest of the group.
- 25 The writer is very much favour with the public at the moment.
- 26 What is the agenda for today's meeting?
- 27 the one hand, he's a dependable worker, but he is also very slow.
- 28 Are you the mood for a walk on the beach?

IDIOMS/FIXED PHRASES 2

keep sth quiet:	keep sth secret
at close quarters:	from a short distance
cut sb to the quick:	deeply hurt sb's feelings
on the quiet:	secretly
call it quits:	give up/stop
out of the question:	impossible
open to debate:	undecided/unsettled
sth begs the question:	makes people want to ask a particular question
be in a quandary:	be confused, undecided
an unknown quantity:	person or thing that one has no experience of

10 Fill in the blanks with one of the idioms/fixed phrases.

- 1 Although he was collecting unemployment benefit, *on the quiet*, he was also working as a hospital porter.
- 2 He was by her comment that his previous novel was infinitely better than his new one.
- 3 Whether the advertising campaign will increase sales is
- 4 The presidential candidate is virtually as almost nothing is known about him.
- 5 Although the antique table looked nice from across the room, you could see how badly damaged it was.
- 6 Jerry's sudden acquisition of a sports car ; where did he get the money to buy it?
- 7 If the gardening business doesn't pick up soon, I'm going to and get another job.
- 8 It is that you should drive the car without your licence.
- 9 She's over which flat to choose, so she'll probably end up staying on at her parents' house.
- 10 I'll tell you what's going on if you promise to

11 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1** The new rules about school uniforms will apply next year.
force
The new rules on school uniforms next year.
- 2** Many people were really delighted when the government lost the election.
jubilation
There lost the election.
- 3** The Queen has reigned over the country for almost fifty years.
throne
The Queen has for almost fifty years.
- 4** That woman looks an awful lot like my mother.
bears
That woman my mother.
- 5** You certainly could never accuse Tom of being mean.
nothing
Tom generous.
- 6** I'm not going any further till I've had something to eat.
far
This I've had something to eat.
- 7** It's entirely your own fault that you failed the exam.
blame
You have no one the exam.
- 8** Bobby ate two ice creams one after the other after lunch.
row
Bobby after lunch.
- 9** Was your mother any better when you visited her?
improvement
Was there when you visited her?
- 10** The workforce reluctantly agreed to a cut in pay.
reluctance
It to a cut in pay.
- 11** I put the cheque in the envelope without signing it.
neglected
I in the envelope.
- 12** Freddy is always quarrelling with his sister.
rows
Freddy with his sister.
- 13** My grandmother surprised us by announcing she was going on a world cruise.
surprise
Much she was going on a world cruise.
- 14** You must remember to lock the drawer, whatever you do.
account
On the drawer.
- 15** No one is quite sure if the player will perform well at his new football club.
seen
It will perform at his new football club.
- 16** The government will cease subsidising the project from the end of the month.
receive
The from the end of the month.
- 17** Brian is a strong contender for the position.
shortlist
Brian for the position.
- 18** She blushed with embarrassment at having made such a stupid mistake.
shamefaced
She a stupid mistake.
- 19** Your outrageous behaviour has caused problems for the club.
embarrassment
Your outrageous behaviour the club.

FIXED PHRASES

make do with sth:	use/have sth not as acceptable as original
give sb their marching orders (Inf):	dismiss sb
meet one's match:	compete with sb as good as/better than you
mean well:	try to be kind/helpful
living beyond one's means:	spending more than you can afford
on the mend (Inf):	recover from (illness/injury)
mend one's way:	begin to behave well
to put it mildly:	to understate sth in an ironic way
miles away (Inf):	deep in thought
mint condition:	perfect condition
give sth a miss (Inf):	decide not to do sth or go to a place
sb gets their money's worth:	sb gets sth which is worth its price/the effort put into it
name names:	identify sb who has done sth (usually immoral or illegal)
name of the game:	the most important aspect
come naturally to sb:	be very easy for sb to do
nearest and dearest:	close relatives/friends
risk one's neck:	put oneself in danger (physically or metaphorically)
touch a nerve:	mention a sensitive subject
nest egg (Inf):	sum of money saved for a particular purpose
slip through the net:	avoid being caught by a system/trap set up to catch sb
none the wiser:	know nothing more than before
poke one's nose into sth (Inf):	try to interfere in sth
hand/give in one's notice:	resign

12 Complete the sentences using the fixed phrases in an appropriate form.

- 1 Having found a better job, Reg immediately.
- 2 I can't afford a new car, so I'll have to the old one.
- 3 When the challenger answered every question correctly, the current champion knew he in the general knowledge quiz.
- 4 I'm sorry if my advice upset you, but I you know.
- 5 The in this sport is speed.
- 6 The minister refused to in the financial scandal.
- 7 Many tax evaders due to the inadequacy of the system.
- 8 Our next door neighbour is extremely curious and always other people's business.
- 9 Geoffrey's row with the boss led to his being the same day.

13 Choose the correct item.

- 1 I think you a nerve when you mentioned Ralph's forthcoming retirement.
A drilled C touched
B had D hit
- 2 Yes, I saw the last episode of the series, but I'm none the about what really happened.
A better C cleverer
B wiser D surer
- 3 Some people like to their neck doing dangerous sports.
A risk C twist
B break D endanger
- 4 The professor looked as if he were away in a world of his own.
A yards C miles
B kilometres D streets
- 5 For stamps and coins to be of value, they need to be in mint
A state C situation
B condition D appearance

WORD USAGE

- 14 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

OBESITY

Today, obesity has reached epidemic proportions. In adults, it is now more common globally than under-nutrition. Unless 0) *effective* action is taken to reverse the trend, obesity and its consequences are set to impose 1) financial, social and health burdens on society. Obesity is caused by an energy 2); when an individual's intake of calories exceeds their 3) of calories, the surplus energy is stored as body weight. But what is the main 4) of the current obesity epidemic? Unfortunately, here, consensus among experts is absent. The relative importance of genetic, environmental, 5) and social factors is still hotly debated. While experts disagree as to the reasons why we now overeat to the extent we do, they do agree that the shift from traditional diets featuring grains and vegetables to diets rich in fat and sugar is fuelling the epidemic. Today, it's cheaper to buy fast food than it is nutritious food; it's easier to find it; and it's exceedingly easy to get addicted to it (in part because it is heavily marketed, in part because it has been specifically engineered by food chemists to taste 6)). Unfortunately, the food industry cannot be expected either to alter their products or market them in such a way as to reduce their appeal to consumers, as they have a duty to their shareholders to maximise profits. Thus, food manufacturers cannot be called upon to play an 7) role in the obesity epidemic. It is for this reason that many experts favour government 8) in the fight against obesity. Specifically, the introduction of legislation that would suspend all junk food advertising to children.

EFFECT
PRECEDENT
BALANCE
EXPEND
DRIVE
BEHAVE
RESIST
CONSTRUCT
INTERVENE

COLLOCATIONS

- 15 Fill in *squeaking, creaking, whining*.

- 1 floorboards
2 children
3 mice
4 rusty hinges
5 new shoes
6 old beds
7 electric saw
8 joints

- 16 Fill in *value, spoil, prophesy, decline, restore, manage, amaze, breed, maintain, exhibit, revive*.

- 0 *breed* horses
1 doom
2 a painting
3 sb's contribution
4 an invitation
5 sb with your singing

- 6 good relations
7 a company
8 children
9 a play
10 diplomatic relations

- 17 Fill in *stroke, discharge, desert, abdicate, pat, evict, gape, wind, rinse, whisper*.

- 1 the dog
2 the cat
3 sweet nothings
4 the plates
5 a tenant
6 a patient
7 in surprise
8 the clock
9 your family
10 the throne

9c Practice Test

18 Read the text below and decide which answer (A, B, C or D) best fits each gap.

MEMORY

The human memory is an extremely 0) processing system that is not easily explained to 1) persons. However, there are some simple concepts that can give anyone an idea of just how fascinating memory is. First of all, most people have heard of long-term and short-term memory. The 2) has the potential to last as long as the person lives and there is no known limit to its 3) The latter, however, only really lasts for a few seconds. Long-term memory is 4) into *explicit* and *implicit* memory. An implicit memory would be something like knowing how to drive a car or bake a cake or any other thing we have learned to do 5) practice. Explicit memory is also subdivided into *episodic* and *semantic* memory. Episodic is all the different events or episodes of your life such as your first day at school or any other life experience. Semantic memory is about facts not 6) to experience such as knowing that Einstein wrote the theory of relativity. We don't all remember events in the same way and memory is not a true 7) of events. How we remember something can be affected by such things as egocentric bias, whereby we remember in a way that makes us look better or gives us the starring 8) in an event. Also there are many things that can go wrong with memory in the encoding, storage or retrieval aspects of memory.

- | | | | |
|---------------------|------------|--------------|------------------|
| 0 A complex | B tangled | C involved | D multiple |
| 1 A amateur | B lay | C dilettante | D unprofessional |
| 2 A earlier | B previous | C former | D past |
| 3 A volume | B extent | C capacity | D range |
| 4 A divided | B cut | C sliced | D halved |
| 5 A for | B across | C over | D through |
| 6 A similar | B matched | C likened | D related |
| 7 A document | B record | C witness | D register |
| 8 A act | B entry | C role | D position |

19 Read the text below and think of the word which best fits each space. Use only one word in each space.

A LOST ART?

Is cooking becoming a lost art? 0) On the face of it, the question may seem slightly ridiculous. 1) all, food and cookery programmes have, in recent years, become one of most popular broadcasts on television. Celebrity chef cookbooks regularly top best-seller lists, and the gender division of cookery seems to be disappearing – nowadays, it's not at 2) unusual to find men in the kitchen cooking 3) a storm. Yet, is it all as it really seems? Apparently not. According to food industry analysts, while seeking out good food has become the norm, preparing and cooking it certainly hasn't. The home-cooked meal is fast becoming a lost art. Today, many people view the daily preparation of meals 4) an impossible aspiration. Ready meals and other heavily processed products have become the order 5) the day. Both young and old cite lack of time as the primary reason for opting for pre-packaged convenience foods. The trend for ready meals began in the 1990's. Today Americans spend on average 50 cents out of every food dollar on ready-prepared, ready-to-eat foods. A recent survey on the eating habits of Americans revealed that, in 1984, Americans made 72% of their dinners 6) scratch but by 2008 that figure had dropped to just 57%. Americans don't eat out as often as they used to, but eating more at home has not meant preparing more meals from scratch. The trend is mirrored in the UK. 7) Americans, Britons are finding someone else to do the cooking – their supermarket. Aisle after aisle of British supermarket shelves are now devoted to ready meals. It's high 8) we took back the kitchen. It's time to break free from the shackles of ready-made, industrial food. It's time to cook.

- 20 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

A DEADLY DISH

Tetrodotoxin, frequently **0** *abbreviated* to TTX, is one of the most potent of all known poisons. Its deadly nature is well known to the people of Japan, who regularly brave consuming the **1** known as pufferfish or 'fugu', which contains the poison. In Japan, pufferfish can only be served by chefs specially trained and certified by the government to prepare the flesh free of the toxic organs and skin. Yet, despite such **2**, about fifty people still die every year from eating pufferfish flesh in Japan. TTX can enter the body via ingestion and through broken skin. It can even enter the body via **3** Poisoning by TTX is extremely serious because there is no known antidote. The first symptom of **4** is a slight numbness of the lips and tongue, appearing within twenty minutes of eating a poisonous pufferfish. Within hours, TTX causes paralysis of **5** muscles (including the diaphragm, stopping breathing), and the loss of regulation of heart rate. The process is **6** because the victim, although completely paralysed, is usually conscious (and in some cases completely lucid) the entire time. The **7** rate for TTC poisoning is 50%. Death usually occurs within 4 to 6 hours. Interestingly, it is not actually the pufferfish themselves that produce TTX. Bacteria that live **8** inside the pufferfish make the toxin. It seems the association between TTX-producing bacteria and pufferfish offer clear advantages to both partners. The bacteria get a safe place to live, eat and reproduce. The pufferfish uses the toxin for defence.

BREVITY

DELICATE

CAUTION

INHALE
TOXICVOLUNTEER
HORROR

MORTAL

SYMBIOSIS

- 21 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked* who the culprit was.

- 1 The staff hated the manager's new policies intensely and so went on strike.

hatred

So the manager's new policies that the staff went on strike.

- 2 My grandfather died in the early hours.

passed

My grandfather night.

- 3 That football team has won every match this season.

unbeatable

That this season.

- 4 They seldom stay up late.

rare

It late.

- 5 Even though Simon rarely has a lot of money, he always buys his mum a birthday present.

short

However his mum a birthday present.

- 6 The climbers will try to reach the summit again in the morning.

another

The climbers will in the morning.

UNIT 10a Grammar: Nouns

Nouns are parts of speech which refer to:

- people (*Ann*), actions (*reading*), objects (*apple*), qualities (*virtue*),
- places (*Athens*), jobs (*teacher*).

There are four kinds of nouns in English. These are:

- **abstract nouns** (*love, freedom, thought*)
- **collective nouns** (*family, clergy, herd*)
- **common/concrete nouns** (*book, table*)
- **proper nouns** (*Greg, London*)

Nouns can be used as the:

- a) **subject of a verb.** *The boat left.*
- c) **object of a preposition.** *I met him at the library.*
- b) **object of a verb.** *I met Chris.*
- d) **complement of be, become, seem.** *Janet is my friend.*

GENDER

masculine: men and boys (he)

feminine: women, girls, cars, ships (she)

neuter: babies, animals, things (it)

Notes

- Babies and animals are referred to as male or female when we know their sex.
The Browns have got a lovely baby. She is so cute.
- Cars and ships are sometimes referred to as female but the neuter is more common in modern English.
"Do you like my new car?" "Yes, she's terrific." / "Yes, it's terrific."

Most common nouns referring to people have the same form whether male or female.

teacher (man or woman), doctor, etc

Some common nouns referring to people have different forms for male and female.

actor – actress	emperor – empress	host – hostess	steward – stewardess
barman – barmaid	father – mother	king – queen	son – daughter
bachelor – spinster	gentleman – lady	monk – nun	uncle – aunt
boy – girl	heir – heiress	nephew – niece	widower – widow
bridegroom – bride	husband – wife	prince – princess	waiter – waitress
duke – duchess	hero – heroine	policeman – policewoman	

Some common nouns referring to animals have different forms for male and female.

bull – cow	cock – hen	tiger – tigress
drake – duck	gander – goose	stag – doe
dog – bitch	lion – lioness	stallion – mare

THE PLURAL OF NOUNS

- Nouns are made plural by adding:

a) -s	pencil – pencils
b) -es to nouns ending in -o, -s, -x, -z, -ch, -sh, -ss.	bus – buses
c) -les to nouns ending in consonant + -y.	lady – ladies
d) -s to nouns ending in vowel + -y.	toy – toys
e) -ves to nouns ending in -f/-fe.	leaf – leaves

BUT chiefs, proofs, roofs, cliffs, handkerchiefs

Note

dwarf – dwarves/dwarfs	hoof – hooves/hoofs	scarf – scarves/scarfs
------------------------	---------------------	------------------------

- Some nouns form their plural irregularly.

child – children	goose – geese	mouse – mice	ox – oxen	tooth – teeth
foot – feet	louse – lice	man – men	person – people	woman – women

- Some nouns remain unchanged in the plural.

craft – craft	Japanese – Japanese	sheep – sheep	spacecraft – spacecraft
cod – cod	means – means	squid – squid	trout – trout
deer – deer	plaice – plaice	species – species	
fish – fish	salmon – salmon	series – series	

- Some nouns are only plural. These are:

- a) **arms** (weapons), **belongings**, **cattle**, **clothes**, **congratulations**, **earnings**, **goods**, **groceries**, **greens** (vegetables), **lodgings**, **odds** (chances), **outsiders**, **people**, **police**, **premises** (building), **regards**, **remains**, **riches**, **savings**, **surroundings**, **thanks** etc.
- b) **garments**, **tools** and **instruments** consisting of two parts: **binoculars**, **compasses**, **glasses**, **jeans**, **pants**, **pliers**, **pyjamas**, **scales**, **scissors**, **spectacles**, **trousers** etc.

- Collective nouns can take either a singular or plural verb, according to the meaning.

The **staff** were not in agreement with the new rules. (We refer to the individual members.)

The **staff** of the school consists of fifty people. (We refer to the group as a unit.)

Some collective nouns are: **audience**, **choir**, **class**, **clergy**, **club**, **committee**, **company**, **crew**, **crowd**, **family**, **firm**, **government**, **jury**, **orchestra**, **public**, **staff**, **team**, **union**, **youth** etc

- Some nouns can have different meanings when turned into plural. These are:

air (atmosphere)	experiences (activities/events one has done/lived through)
airs (behaviour)	fund (a sum of money saved for a purpose)
cloth (a piece of material)	funds (money)
clothes (garments)	glass (a drinking receptacle)
content (what is written or spoken about in a piece of writing, speech etc)	glasses (spectacles)
contents (the things contained in a box, place etc)	hair (the hairy part of the head)
custom (a traditional event)	hairs (fine strands growing from the skin)
customs (the government department which collects taxes on imported goods)	look (a style; an expression)
damage (harm done to something)	looks (a person's appearance)
damages (monetary compensation)	manner (a way in which something is done)
experience (knowledge or skill gained over a period)	manners (social behaviour; customs)
	minute (60 seconds)
	minutes (notes taken as a record of a meeting)

relation (a connection between two or more things)

relations (members of the same family) – same meaning in the singular

scale (the relative size, extent, etc of something)

scales (an instrument for weighing)

spectacle (an impressive sight; an object of attention)

spectacles (glasses; also: specs)

spirit (a person's soul or mind; a magical creature)

spirits (a person's feelings; a strong alcoholic drink)

wood (the hard material trees are made of)

woods (small forest) – same meaning in the singular

work (employment)

works (the moving parts of a machine; a place of manufacturing process)

Could I have a **glass** of water please?

I can't read without **glasses**.

Note

Some of the above nouns have their own regular plurals.

I'll take five **minutes** to finish it. (more than one minute)

Jonathan was the one who kept the **minutes** of the meeting. (notes)

• Compound nouns form their plural by adding -s/-es:

a) to the noun if the compound has only one noun.

passer-by – passers-by

hanger-on – hangers-on

frying pan – frying pans

b) to the second noun if the compound consists of two nouns.

cupboard – cupboards

c) to the first noun if the compound consists of two nouns connected with a preposition.

mother-in-law – mothers-in-law

d) at the end of the compound if it does not contain any nouns.

breakdown – breakdowns

COUNTABLE/UNCOUNTABLE NOUNS

A Countable nouns are those which can be counted.

1 book, 2 books, 3 books, etc

B Uncountable nouns are those which cannot be counted; that is, you cannot say there are 2, 3 or 4 of them. **Uncountable nouns** take a **singular** verb and are not used with **a/an**. The words **some**, **any**, **no**, **(a) little**, **much**, **plenty of**, etc can be used with uncountable nouns.

Is there any chocolate left?

There's little hope of their finding the boy.

Uncountable nouns are:

- **nouns of substance or quantity** (mass nouns)
- **nouns ending in -ics**
- **some abstract nouns**
- **games ending in -s**
- **diseases ending in -s**

oil, water, juice, rice, etc
politics*, physics, athletics, statistics*, etc
courage, information, etc
billiards, darts, bowls, dominoes, etc
mumps, rickets, etc

* politics and statistics can also have plural forms.

What **are** your politics?

The statistics **are** annoying.

The most common uncountable nouns are:

accommodation, advice, anger, applause, assistance, baggage, behaviour, beer, bread, blood, business, chaos, chess, chewing gum, china, coal, conduct, cookery, countryside, courage, crockery, cutlery, damage, difficulty, dirt, education, equipment, evidence, excitement, food, fruit, fun, furniture, garbage, gold, gossip, grass, hair, happiness, harm, health, help, homework, hospitality, housework, information, jealousy, jewellery, knowledge, laughter, leisure, lightning, linen, luck, luggage, machinery, measles, meat, money, moonlight, mud, music, news, nonsense, patience, permission, poetry, progress, publicity, research, rubbish, safety, scaffolding, scenery, seaside, shopping, soap, spaghetti, steam, strength, stuff, stupidity, sunshine, thunder, timber, traffic, transport, travel, trouble, understanding, underwear, violence, wealth, weather, wine, work, writing.

Many uncountable nouns can be made countable by means of partitives.

a **piece** of cake/information/baggage/advice/furniture/work/equipment; a **glass** of water/beer/wine; a **jar** of jam; a **sheet** of paper; an **item** of news; a **drop** of water/oil; a **box** of chocolates; a **metre** of cloth; a **packet** of biscuits/tea; a **slice** of bread; a **loaf** of bread; a **pot** of tea; a **cup** of tea; a **ball** of string; a **lump** of sugar; an ice **cube**; a **game** of football/chess; a **kilo** of meat; a **bottle** of wine/beer/whisky; a **tube** of toothpaste; a **bar** of soap/chocolate; a **blade** of grass; a **flash** of lightning; a **clap/peal/rumble** of thunder, etc

**1 Underline the correct form of the verb.
Sometimes both forms are possible.**

- 0 The landscape **is/are** spectacular here.
- 1 The weights shown were inaccurate because the scales **was/were** unbalanced.
- 2 Detectives agree that the evidence **is/are** overwhelming.
- 3 Mounting hostilities in the province **is/are** worrying.
- 4 Rubbish **is/are** accumulating outside the entrance to the shop.
- 5 The management **was/were** considering implementing the new strategy.
- 6 Athletics **was/were** well represented in the magazine's sports section.
- 7 The audience **was/were** applauding loudly.
- 8 Good advice **was/were** hard to come by among competitive colleagues.
- 9 The sewage works **is/are** where waste is treated to make it safe.
- 10 Work **is/are** underway to complete the new motorway.
- 11 The government **was/were** debating the new bill for three days.
- 12 A meeting is a waste of time if the minutes **is/are** lost.
- 13 The woods **is/are** home to hundreds of plant species.
- 14 **Is/Are** the designer spectacles really worth getting? I could just buy these, instead.
- 15 A crowd of hangers-on **was/were** pursuing the Princess.
- 16 The stairs **is/are** due to be replaced by a lift.

- 17 The premises **was/were** declared unsafe after the earthquake.
- 18 Argument **is/are** widespread on the global warming issue.
- 19 Your theory is sound but your calculations **is/are** wrong.
- 20 The information **were/was** passed on to another department.

2 Underline the correct item.

- 1 He has a lot of **works/work** to complete before leaving.
- 2 The stylist was trimming her customer's **hairs/hair**.
- 3 We were all impressed with the **content/contents** of his speech.
- 4 The magazine lost the court case and was ordered to pay **damage/damages** to the television celebrity.
- 5 The group doesn't have sufficient **funds/fund** to finance the expedition.
- 6 The **custom/customs** officer stopped us and asked if he could inspect our luggage.
- 7 The **scale/scales** of the disaster has yet to be assessed.
- 8 They follow the **custom/customs** of exchanging chocolate eggs at Easter.
- 9 Hopkins proved popular but the man of the **minute/minutes** was De Niro.
- 10 The timber company received a consignment of **wood/woods**.

10b English in Use

- 3 Read the text below and think of the word which best fits each gap. Use only one word for each gap.

SMALL PRINT

Not reading the small print when signing **0** up for goods and services online can lead to a lot of frustration further **1** the road, not to mention cost, but that still doesn't stop most Britons from doing exactly that. According to a recent survey, just 7% of Britons bother reading the terms and conditions when purchasing goods online, with 6 in 10 Britons saying they'd rather read the phone book or their credit card bill than go **2** online terms.

It may be boring and time-consuming, but each time you choose to click on that terms and conditions box **3** actually having read it, you're potentially setting yourself up for an unpleasant surprise. Over 10% of Britons say they have found themselves locked **4** a longer contract than expected, or have ended up being **5** of pocket because they just didn't read the contract they were signing. One example of how failing to read the small print can cost you dearly recently made the papers in Britain. A British family were charged over £200 in fees by a budget airline because they had not printed out their return flight boarding passes. The family had booked a 15-day holiday. Their return boarding passes could not be printed outside of 14 days, meaning they were unable to print them before they departed. However, because the airline had clearly stated **6** its terms and conditions the requirement of all passengers to print out boarding cards, the family didn't **7** a leg to stand on when the airline charged them £60 each to issue their boarding passes. Obviously, most people sympathised with the family. But the airline was right. So, always read the small print! Because later **8** no matter how unfair you think it might be, you can't challenge a clause simply because you didn't know it was there.

PHRASAL VERBS 1

- 4 Look at Appendix 1 and fill in one of the prepositions or adverbs below, then give a synonym for each phrasal verb.

• down • in • aside • behind • in for • off
• down to • about • up with • up • out
• forward • on • back • through • across

- 0 He had a bad time in the army but he has put it *behind* him now.
- 1 It is being put that the vice-president is involved in the scandal but as yet there seems to be no real evidence.
- 2 Just put your name and address on this card.
- 3 The lecturer had difficulty in putting his ideas.
- 4 He put his failure in the exam bad luck.
- 5 The drought in Africa has put development in the area by decades.
- 6 Why don't you put that new position at the university?
- 7 Make sure you put the fire before going to bed.
- 8 Could you put me to Mr Jones, please?
- 9 If you can't afford a hotel, we'll put you for the night.
- 10 He put an insurance claim after the accident but he got nothing.
- 11 How can you put the noise in this house? I'd go mad.
- 12 Don't be put by his manner. He always acts that way.
- 13 They're putting a dance performance in the town hall tonight.
- 14 We put a sum of money each month for our summer holidays.
- 15 Mr Jones has put the proposal that all members of staff should make a contribution to the earthquake relief fund.

PHRASAL VERBS 2

- 5 Look at Appendix 1 and fill in one of the prepositions or adverbs below, then give a synonym for each phrasal verb.

• on • through • with (X2) • out • together
• down (X2) • up to • over (X2) • on to

- 0 His proposal met *with* total opposition from the committee.
- 1 I'm afraid you'll have to learn to live this problem for the rest of your life.
- 2 We'd better move the housing problem before time runs out.
- 3 Please note these figures so we can go over them later.
- 4 She asked him to hand the document to her.
- 5 We can narrow our options to two or three at the most.
- 6 If you think you can live charity for ever, you're sadly mistaken.
- 7 You ought to try and live your parents' expectations.
- 8 I think you've missed John and Sally from the invitation list.
- 9 The detective tried to piece the events from the few clues he had.
- 10 He's used to hardships because he's lived two wars.
- 11 Tom has been passed for promotion in favour of a younger man.
- 12 New automated machinery in factories has led to the phasing of old production methods.
- 0 *had as a reaction*
- 1
- 2
- 3
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- 9
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- 11
- 12

IDIOMS/FIXED PHRASES 1

be in the same boat:	be in the same (usu bad) situation
go without saying:	be a foregone conclusion
behind the scenes:	in secret
be all at sea:	be in a state of confusion
be/have a close shave:	barely avoid an accident/a bad situation
be in sb's shoes:	be in sb's position
go for a song:	be sold very cheaply
smell a rat:	suspect that sth is wrong
be/get soaked to the skin:	be/get very wet
live out of a suitcase:	travel often/not have a permanent home
pull one's socks up:	make a greater effort
on a shoestring:	on a very small budget

- 6 Fill in the blanks with one of the idioms/fixed phrases.

- 0 Almost everything sold at the auction *went for a song*; I've never seen so many bargains.
- 1 People who are involved in international business tend to most of the time.
- 2 As far as her future goes, Olivia she hasn't got a clue what career to follow.
- 3 He told his son that he ought to or he'd never make a success of himself.
- 4 It that he'll get the role in the play; after all, he's perfect for it.
- 5 It would be interesting to know what goes on in a political campaign.
- 6 She when her husband started coming home late but he was only working overtime.
- 7 As far as jobs go, we're both I haven't worked for months either.
- 8 I went out in the downpour without my umbrella and got
- 9 It when a tile fell off the roof and nearly hit her on the head.
- 10 My brother travelled around the States; I don't know how he survived on so little money.

IDOMS/FIXED PHRASES 2

7 Read the following sentences and explain the idioms/fixed phrases in bold.

- 1 He tends to exaggerate, so **take** everything he says with a **pinch of salt**.
- 2 He's so **thick-skinned** that I don't think he'd notice if you insulted him.
- 3 **Did it show** that I was bored during the meeting? I tried to act as if I was interested.
- 4 Her father **made quite a scene** when she came home two hours later than she was supposed to.
- 5 Unless they let their daughter play with other children more often, I don't think she'll ever **come out of her shell**.
- 6 I'll **sleep on it** and give you my decision tomorrow.
- 7 After having a terrible day at work, it was **the last straw** when her car broke down on the way home.
- 8 The man who **gave** the police **the slip** wasn't apprehended until a week later.
- 9 Paul **is the spitting image** of his father - even his mannerisms are the same.
- 10 Could you tell me your surname one more time? I'm afraid I've got **a memory like a sieve**.
- 11 Laura's parents assured her that they would not **stand in her way** if she wanted to become a pilot, and would in fact help her.
- 12 Arresting that woman was **a long shot** as there was so little evidence against her, but in the end she turned out to be the ringleader of the gang.
- 13 By **pulling a few strings**, friends who work at the airline managed to get us a ticket on the next flight.
- 14 I can't stay awake a moment longer - I'm going to **hit the sack**.
- 15 Although her friend asked her not to tell anyone about her secret wedding plans, she **spilled the beans** and soon everyone knew.

- | | |
|---------|----------|
| 1 | 9 |
| 2 | 10 |
| 3 | 11 |
| 4 | 12 |
| 5 | 13 |
| 6 | 14 |
| 7 | 15 |
| 8 | |

PREPOSITIONS

8 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 Mark was saved **from** drowning by the heroic action of his brother.
- 1 He has an excellent lawyer acting him and is bound to win the case.
- 2 The board of directors is meeting today to appoint a replacement the retiring chairman.
- 3 He was very solicitous our comfort and made every effort to ensure we had a pleasant journey.
- 4 We'd better go out for dinner; the food we have in the house isn't sufficient the six of us.
- 5 When the dam broke, a surge water rushed down the mountain.
- 6 As soon as they met, Joe and Elizabeth were smitten each other.
- 7 I can't pay the electricity bill next week as money is short right now.
- 8 The manager was sympathetic their request for a non-smoking area.
- 9 Her colleagues intend to support her her fight against discrimination in the workplace.
- 10 They're bringing out a sequel this television series next summer.
- 11 I acted impulse and bought my wife a large bunch of flowers.
- 12 He's not only a comedian, but also an expert ventriloquism.
- 13 We agreed his plan and started making preparations immediately.
- 14 None of us could agree what to buy our teacher as a present.
- 15 Sam's views are often so outrageous that people rarely agree him.
- 16 The secretary's argument her boss led to her being fired.
- 17 There are strong arguments banning the use of aerosol sprays.
- 18 On our honeymoon we argued everything: from the food to the weather!
- 19 The explorer arrived the conclusion that he was the first person to reach the ancient site.
- 20 You must show your passport as soon as you arrive a new country.
- 21 Jackie is hopeless mathematics.

9 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 She said she was in no way responsible for the damage.
disclaimed
She damage.
- 2 The new employee still hadn't appeared by 10 o'clock.
sign
There by 10 o'clock.
- 3 You can dissolve these tablets in water.
soluble
These water.
- 4 I can't bear your complaints any longer.
enough
I complaints.
- 5 No one pities her after what she has done.
sympathy
No one she has done.
- 6 They accused John of breaking the window.
put
They the window.
- 7 The BBC produces programmes to interest all sorts of people.
catered
All sorts the BBC.
- 8 We were reluctant to leave our old home.
with
It was our old home.
- 9 Only by using a helicopter could the rescuers reach the injured climber.
means
Only the rescuers reach the injured climber.
- 10 The art gallery has had at least 120,000 visitors since it opened.
fewer
No the art gallery since it opened.
- 11 I eventually persuaded her not to hand in her resignation.
talked
I eventually her resignation.
- 12 It was only because he persisted that he managed to get the job.
for
If he wouldn't have got the job.
- 13 Flying is the form of transport I like least.
no
There than flying.
- 14 Their house is now worth more than when they bought it.
increased
The they bought it.
- 15 If you adjust the mirror a little, you'll be able to see more clearly.
slight
With you'll be able to see more clearly.
- 16 The letter arrived completely unexpectedly this morning.
blue
The arrival of the letter this morning.
- 17 Although he repeatedly called the company, he couldn't get through.
after
Despite he couldn't get through.
- 18 The rainfall has been below average this month.
rained
It this month.
- 19 The editor delayed publishing the article until he had checked all the facts.
did
Only the editor publish the article.

FIXED PHRASES

have occasion to do sth:	it is necessary to do sth
rise to the occasion:	overcome a difficult situation by doing everything necessary to succeed
a drop in the ocean:	so minimal or trivial as to have little effect
on the off chance:	just in case
every so often:	occasionally
not on (Inf):	unacceptable (of behaviour)
only too (+ adj):	more than (used for emphasis)
opt out:	withdraw from sth
in good order:	in good condition
made to order:	specially made, not from stock
at/from the outset:	from the very beginning
over and above:	more than or in addition to an amount
over to:	passing on to (when introducing another speaker on the air)
go overboard (Inf):	overdo sth; go to extremes
to overflowing:	to capacity and beyond
overstep the mark:	behave in an unacceptable way
own up:	admit/confess
get your own back (Inf):	get/take revenge

10 Complete the sentences using one of the fixed phrases in an appropriate form.

- Angry and humiliated, he shook his fist at them and vowed he would on them.
- I called that you were free to go out this evening.
- It's just for you to speak to your parents in such a rude way.
- Sylvia checked to see if the contents of the box were after delivery.
- My debt is just compared to many people's.

- As he had never speak in public before, he was understandably nervous.
- The company is doing well, with sales figures that are already those of last year.

11 Choose the correct item.

- Isn't packing three suitcases for a weekend away going a bit?
A overboard **C** overload
B overhead **D** overkill
- In spite of his stammer, Gerald rose to the and delivered a fascinating speech.
A top **C** bait
B occasion **D** situation
- "How often do you visit your parents?"
 "..... so often, as they live some distance away."
A Even **C** Never
B Ever **D** Every
- "Do you think I should ask Andy?"
 "I'm sure he'll be only willing to help you with the project."
A just **C** too
B that **D** so
- It is possible to out of the pension scheme if you do not wish to participate.
A back **C** charge
B opt **D** break
- You say you need new clothes but your wardrobe is full to with dresses.
A overflowing **C** overlaying
B overfilling **D** overstepping
- Frank was informed at the that the assignment would be no easy matter.
A offset **C** outset
B upset **D** reset
- It will be overstepping the if you address the managing director by his first name.
A spot **C** grade
B mark **D** limit

12 Read the text below and decide which answer (A, B, C or D) best fits each gap.

A BLACK DAY FOR SPORT

Appeals were being made last night for Corsicans to come **0** and donate blood following the collapse of the football stadium in Bastia. The tragedy **1** 26 fans dead; the number of injured has been put at 700.

2 to eyewitnesses, workers were still tightening bolts on the temporary scaffolding only an hour and a half before the match was **3** to begin, and as fans passed into the stadium, the structure, which holds up to 10,000, swayed violently and **4** collapsed.

Many of the **5** were given emergency treatment on the pitch while more serious cases were **6** to hospitals on the mainland.

A spokesman from the firm responsible for the stand's construction could only **7** horrified disbelief. According to him, although some of the bars had collapsed, others should have **8** the structure, thus preventing it from falling down.

- | | | | |
|-----------------|--------------|--------------|------------------|
| 0 A across | B over | C up to | D forward |
| 1 A did | B left | C made | D remained |
| 2 A With a view | B As far as | C According | D Referring |
| 3 A up | B soon | C bound | D due |
| 4 A gradually | B actually | C eventually | D definitely |
| 5 A injured | B wounded | C damaged | D wrecked |
| 6 A delivered | B trafficked | C travelled | D transferred |
| 7 A speak | B express | C say | D tell |
| 8 A supported | B held | C defended | D carried |

13 Match the phrases, then explain the proverbs.

Column A	Column B
1 One good turn	a make light work
2 Least said	b is a friend indeed
3 The end	c deserves another
4 Many hands	d twice shy
5 All work and no play	e don't make a right
6 Spare the rod	f soonest mended
7 A friend in need	g makes Jack a dull boy
8 There's no smoke	h and spoil the child
9 Two wrongs	i without fire
10 Once bitten	j justifies the means

- 1
 2
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WORD USAGE

- 14 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.

THE NOBEL PRIZE

The Nobel Prize is a set of highly esteemed, international awards bestowed annually in a number of categories in 0) *recognition* of cultural and scientific advances. The will of the Swedish 1) inventor Alfred Nobel established the prizes in 1895. A 2) at heart and an inventor by nature, Alfred Nobel invented dynamite in 1867. In 1888, when Alfred's brother Ludvig died, a French newspaper 3) ran an obituary for Alfred instead, titling it "The merchant of death is dead." Aghast, and not wishing to go down in history with such an epitaph, Alfred changed his will to establish the now famous Nobel Prizes. Alfred stipulated in his will that 94% of his wealth was to go to the establishment of five prizes that would reward "those who, during the preceding year, shall have conferred the greatest benefit on mankind." However, because of the 4) and certain other obstacles presented by Alfred's will, it took five years of hurdles before the Nobel 5) could actually be established and the first prizes awarded. But every year since 1901, the Nobel Prize has been awarded for achievements in physics, chemistry, physiology or medicine, literature and for peace. The Nobel Prize is considered one of the most prestigious awards in the world. Each Nobel Prize consists of a medal, a 6) diploma, and a cash award. In 2012, that cash award was worth about US\$1.2 million. It is not uncommon for Nobel prize 7) to donate their prize money to benefit scientific, cultural, or 8) causes.

RECOGNISE
PHILANTHROPY
PEACE

ERROR

COMPLETE

FOUND

PERSON
RECEIVE
HUMAN

- 15 Choose the correct item.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 0 Ann's injuries took a long time to completely and she has been left with several scars.
A cure
B remedy
C heal
D treat | 5 Car prices in the UK are high in to other European countries.
A reference
B affinity
C relation
D connection |
| 1 The picture looked very impressive but in fact it had been from another.
A imitated
B copied
C emulated
D faked | 6 We put some of bread out every day for the birds.
A chips
B crumbs
C cubes
D slivers |
| 2 The meat was so that I didn't have to cut any fat off.
A slim
B lean
C skinny
D slender | 7 The ingredients included cheese for the topping.
A chopped
B shredded
C minced
D grated |
| 3 The archeologist was amazed to see that the body hadn't at all.
A mouldered
B rotted
C wasted
D decomposed | 8 This is a good hair dye but the colour gradually after a few weeks.
A fades
B vanishes
C disappears
D pales |
| 4 I'm used to being woken in the morning by the birds outside my window.
A snarling
B howling
C bleating
D twittering | 9 It was impossible for me to make a decision, so I a coin.
A tossed
B threw
C flung
D cast |

16 Choose the correct item.

- 1 Hundreds of workers have been made due to financial problems at the factory.
A sacked C resigned
B redundant D retired
- 2 I was due to constant lateness.
A resigned C sacked
B retired D made redundant
- 3 The of the failure of the bank was that many people lost their life-savings.
A cause C trouble
B problem D tragedy
- 4 The play was such a that it came off after only two nights.
A cataclysm C disaster
B calamity D tragedy
- 5 My puppy was very expensive because he's a special
A sect C tribe
B breed D caste
- 6 The system in India resembles the class structure in Britain.
A breed C caste
B tribe D sect
- 7 Anthropologists have spent years studying the social system of this aboriginal
A breed C caste
B tribe D sect
- 8 Countries often become to promote trade and industry.
A acquaintances C allies
B colleagues D accomplices
- 9 Most people have few friends but many who they only see from time to time.
A allies C associates
B accomplices D acquaintances
- 10 The foreman came to the building site to pay the workmen's
A fees C salaries
B allowance D wages
- 11 The cup is full to the so be careful when you carry it.
A border C verge
B boundary D brim
- 12 Young children are often to illnesses such as measles.
A liable C apt
B sensitive D susceptible
- 13 Thousands of refugees are camping at the between the two countries, hoping to find asylum.
A boundary C brim
B border D rim
- 14 After losing my job, I was on the of a nervous breakdown.
A border C bounds
B brim D verge
- 15 The school playing fields are out of while equipment is being set up for the cricket match.
A bounds C verge
B brim D border
- 16 Children should keep away from the river in case they fall in.
A bounds C bank
B brim D border
- 17 We're spending our holidays on the this summer.
A bank C cast
B beach D shore
- 18 The old lady her bag to her body for fear she might lose it.
A seized C grasped
B grabbed D clutched

COLLOCATIONS

17 a) Fill in *sensible*, *sensitive*.

- | | |
|------------------|----------------|
| 1 attitude | 5 shoes |
| 2 clothes | 6 idea |
| 3 skin | 7 issue |
| 4 report | 8 advice |

b) Fill in *gracious*, *graceful*.

- | | |
|--------------------|------------------|
| 1 invitation | 5 speech |
| 2 ballerina | 6 smile |
| 3 walk | 7 reply |
| 4 manner | 8 movement |

10c Practice Test

18 For questions 1-8, read the text below and decide which answer (A, B, C or D) best fits each gap.

ON THE BUSES

Getting on a bus to 0) along to your destination is seen neither as a glamorous nor interesting 1) of transport by most, which is a shame, because around the British Isles, there are some magnificently scenic bus journeys.

One of the best is the 113 service from Tavistock to Dawlish in Devon. A two-hour journey that allows the passengers to enjoy the ancient, green stone buildings of Tavistock, then out across Dartmoor, 2) in picturesque Princetown and Ashburton along the way before arriving at the coast. However, if you wish to take this trip, be advised that it occurs only on the fifth Saturday of the month going once in each direction only. If you miss the bus, you might have to wait seven months for another!

Another great journey worth a 3) is the summer service along Hadrian's wall. The 4) numbered AD 122 (the year work started on the wall) ferries passengers along the 5) of Hadrian's masterpiece from Cumbria to Northumberland passing 6) all the glorious highlights along the way.

There are a 7) host of other scenic routes just waiting for the 8) bus traveller to discover. So check out your local bus service soon.

- | | | | |
|--------------|------------|-------------|------------|
| 0 A jog | B trundle | C trawl | D pace |
| 1 A way | B mean | C process | D mode |
| 2 A bringing | B allowing | C taking | D falling |
| 3 A mention | B say | C notice | D touch |
| 4 A sharply | B aptly | C wildly | D garishly |
| 5 A width | B reach | C length | D stretch |
| 6 A through | B on | C over | D up |
| 7 A full | B total | C large | D whole |
| 8 A gallant | B intrepid | C courteous | D heroic |

19 Read the text below and think of the word which best fits each gap. Use only one word in each gap.

DINOSAURS

Scientists know that 0) at least five mass extinction events have taken place during Earth's history. The Cretaceous-Tertiary (or 'K-T') extinction event, which occurred some 65 million years ago, 1) not the most severe of all known mass extinction events, is by far the most famous. This is because it wiped 2) the dinosaurs. Many different theories have been put 3) to explain why these formidable reptiles, 4) with 70% of all other species, died out at the end of the Cretaceous period. The most famous theory is the so-called 'impact hypothesis'. A band of clay, rich in the mineral iridium and which was deposited at the end of the Cretaceous era, has been found all around the world. Iridium is extremely rare on Earth. But it is common in meteorites. Scientists agree that 65 million years ago, a meteor about 10km in diameter struck 5) is now the Yucatan peninsula in Mexico, and that the effects of the impact would have been catastrophic. The strike would have triggered climatic changes fatal to countless species. Nevertheless, the impact hypothesis is just 6) of several plausible hypotheses that account for the K-T extinction. Some scientists believe the extinction event was merely hastened by the meteor strike - that it had already started long before. They point to the fact that many species, including the dinosaurs, were already 7) decline before the meteor struck. 8) with so many historical questions, we may never have a definitive answer.

- 20 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.

HYPNOSIS

According to the American Psychological Association, hypnosis is 'a 0) *therapeutic* technique in which 1) make suggestions to individuals who have 2) a procedure designed to relax them and focus their minds'. Today, a growing body of scientific research supports the benefits of hypnosis in treating a variety of medical conditions, including pain, depression, anxiety and phobias. Most of us are familiar with the type of hypnosis that is presented on TV and in films; however, real hypnosis bears little 3) to these stereotyped images. Hypnosis is not a sleep-like, trance state. Rather, it is better expressed as a highly relaxed state of inner concentration, heightened 4), and focused attention for patients. Although many people think they would be 5) to hypnosis, research suggests that just 10% of adults are impossible to hypnotise. Most adults seem to be hypnotisable to some degree, with perhaps 15% of adults being highly 6) to hypnosis. The experience of hypnosis can vary dramatically from one person to another. Some hypnotised individuals report feeling a sense of 7) during the hypnotic state, while others remain fully aware and able to carry out conversations while under hypnosis. Hypnosis shows promise in many areas, but those thinking it might help them give up smoking should think again. Despite the plethora of hypnosis programmes and DVDs peddled online with guarantees of instant success, there is absolutely no evidence that hypnosis can help smokers. Thus, those wishing to quit their nicotine habit should stick to conventional smoking 8) methods, like nicotine patches and gum.

THERAPY
CLINIC
UNDER

RESEMBLE

SUGGEST
RESPOND

RECEIVE

DETACH

CEASE

- 21 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Mr Lurie will have to cancel his appointment.
keep
Mr Lurie *will not be able to keep* his appointment.
- 1 She speaks French quite well.
command
She French.
- 2 He lent James £3,000 to buy that car.
owes
James that car.
- 3 When he speaks, he gives you the impression that he is a really hard-working student.
think
To a very hard-working student.

- 4 Vanessa practises the violin nearly every day.
by
Scarcely the violin.
- 5 He realised how much he cared for her only when she had been away for a long time.
absence
Her how much he cared for her.
- 6 It would have taken a miracle to save the paintings from the fire.
short
Nothing the paintings from the fire.

UNIT 11a Grammar: Articles

The Definite Article the

is used before a noun which is defined (singular or plural nouns countable or uncountable ones). It is omitted before nouns in the plural, uncountable or abstract nouns, when we talk about them in general.

The man standing over there is my friend.

Money doesn't bring happiness.

the is used before:

- names of objects considered unique.
the earth, the Eiffel Tower, the equator
- names of:
cinemas and theatres: *the Rex*; **ships:** *the Titanic*;
hotels: *the Hilton*; **institutions:** *the RSPCA*;
documents: *the constitution*; **public bodies:** *the government*; **newspapers:** *The Times*; **historical events:** *the Second World War*; **museums:** *the British Museum*; **some jobs:** *the dentist*; **group nouns:** *the public*; **collective plural nouns:** *the police, the audience*

Note

Restaurants, cafés, shops, banks or hotels which have the name of their founder and end in **-s** or **'s** do not take **the**.

- names of:
seas: *the Black Sea*; **rivers:** *the Nile*; **groups of islands:** *the Dodecanese*; **mountain ranges:** *the Alps*; **groups of states:** *the USA*; **gulfs:** *the Persian Gulf*; **oceans:** *the Pacific*; **canals:** *the Panama Canal*
- names of **people/families in the plural and nationality/ethnic nouns**.
the Browns; *the Americans*; *the Zulus*
- adjectives** used as nouns to describe groups of people.
the rich; *the poor*; *the unemployed*; *the young*; *the disabled*
- adjectives** denoting an abstract quality (singular),
the absurd = that which is absurd
Some people enjoy the mystical and the supernatural in literature.
- titles without names**.
the Queen; *the President*
- musical instruments**.
He plays the piano well.
- inventions**.
the wheel; *the word processor*
- the **superlative degree** of adjectives/adverbs.
the richest; *the fastest*
- only, last, first** (used as adjectives).
the only person

the is omitted before:

- proper nouns**.
Nick; *Smith*
- names of **meals**.
Dinner is served. **BUT** *The dinner we had was excellent.* (*It's a specific dinner*)
- names of **substances**.
Oil is produced in Alaska.
- names of:
countries: *Greece*; **cities:** *Barcelona*; **streets:** *Oxford Street*; **parks:** *Hyde Park*; **addresses:** *3 McMillan St*; **buildings:** *Westminster Abbey*; **continents:** *Europe*; **mountains:** *Everest*; **islands:** *Cyprus*; **lakes:** *Lake Geneva*

Notes

- When the first word of a two-word noun is the name of a person or place, **the** is not used: *Westminster Abbey* **BUT** **the** is used with names with of-phrases or with an adjective or a noun modifier.
the Tower of London, the Science Museum
- Places whose name contains a common noun take **the**
the Czech Republic; *the United Kingdom*
ALSO: *the Netherlands*; *the Hague*
- bed, school, college, university, church, hospital, prison, market, sea, court**, when referring to them for the reason they exist.
Tom goes to school every weekday.
BUT *His mother went to the school to get his marks.*
- work** when it means place of work
He's at work.
- home** when it means place of living
She isn't at home. **BUT** *Paris is the home of fashion!*
- titles with proper names**.
Queen Elizabeth **BUT** *the Prince of Wales*
- Mother/Father** when we refer to our mother/father.
Father is at work.
- names of **sports, activities and colours**.
He likes playing tennis; *She hates black.*
- names of **days, months, seasons**.
We'll meet on Monday.
- parallel phrases**.
They met face to face. **BUT** *He punched him in the face.*

Notes

- Normally, the names of illnesses **do not** take **the**.
pneumonia; appendicitis; toothache;
 - Some common illnesses though, can take **the**.
the measles; the flu; the mumps.
- Also:** *a cold; a headache*

Notes

- When we use a noun in the singular number to represent a class of things/animals, **the** or **a/an** must be used.
The whale is a mammal.
A whale is a mammal.
- For generalisations we can also use the plural.
Elephants are in danger of becoming extinct.

The Indefinite Article *a/an*:

can be used only with singular countable nouns, when we do not define which one we talk about.

Some + plural or uncountable noun is equivalent to **a/an + singular noun**.

There are some documents on the desk. (**some** documents = a number of documents)

There's some sugar in the jar. (**some** sugar = an amount of sugar)

a/an can also be used with:

money: *a/one dollar*, **fractions:** *a/one quarter*, **measurements:** *a/one foot*, **weight:** *a/one kilo*, **whole numbers:** *a/one thousand*, **price/weight:** *90 p a kilo*, **frequency/fuel:** *three times a day*, **distance/fuel:** *40 kilometres a litre*, **distance/speed:** *60 km an hour*, **illnesses:** *a headache*

Notes

- a/an + noun** (any one)
I'd like a coffee, please.
- one + noun** (when counting)
I ordered one coffee, not two.

1 Put a, an or the where necessary.

- The window alcove measures exactly **a** metre across.
- When you go to Athens, don't forget to visit Acropolis and Ancient Agora.
- famous actress wanted to be married in British castle.
- My new BMW motor cycle can reach speeds of over 300 kilometres hour.
- The community managed to raise quite large sum of money for the building of the new school.
- Many people are attracted by unknown and unexplained in nature.
- During Napoleonic Wars, the army tried to defeat Russia.
- This government doesn't care about jobless.
- Indian Ocean lies between West coast of Australia and country from which it was named: India.
- Did you know that gold was discovered in Australia in 1850s?
- Imogen always wanted to have pony as child.
- I've got two tickets for Opera House.
- Timothy had to go to hospital to have x-ray.
- Nancy's got migraine; she really should go home.
- reigning monarch stayed at plush five-star hotel in city centre.
- Let's meet outside Palace of Congresses.
- director will chair meeting tomorrow so everybody should come prepared.
- Patrick is in hardware shop buying paint.
- Bermuda Triangle has received notoriety as area of misfortune because number of vessels have disappeared there.
- My mother cleaned the house from top to bottom.
- They are husband and wife.

- 2 Read the text below and think of the word which best fits each space. Use only one word in each space.

ASTEROIDS

Asteroids, sometimes called minor planets, are small, rocky fragments left **0** over from the formation of our solar system some 4.6 billion years ago. Asteroids vary greatly in size (the smallest are just tens of metres in diameter; the largest are almost 1000 kilometres across), and most can be found orbiting the sun between Mars and Jupiter. Almost all asteroids are irregularly shaped, though a **1** are nearly spherical. Because asteroids have remained largely unchanged for billions of years, scientists believe studies of them could tell us a **2** deal about the early solar system.

Currently, more than half a million asteroids are known, and new asteroids are discovered on an almost daily **3** Astronomers keep a close watch on asteroids **4** paths intersect earth's orbit as these so-called NEOs or 'Near Earth Objects' may pose an impact danger. Asteroids contain minerals like gold, iron, platinum, cobalt, nickel and titanium. In fact, it has been estimated that the mineral wealth of the asteroids in the belt between Mars and Jupiter is about US\$100 million for every person on Earth! Some scientists believe that asteroids are good candidates for mining activity when we **5** out of minerals **6** on earth. Geologists estimate the key elements needed for modern industry, such as antimony, gold, zinc and copper, could be exhausted on Earth within the next 50 to 60 years. Thus, asteroid mining could **7** take place this century. In September 2012, the NASA Institute for Advanced Concepts (NIAC) announced a project that will examine and evaluate the feasibility of asteroid mining in **8** of means, methods, and systems.

PHRASAL VERBS 1

- 3 a) Look at Appendix 1 and fill in the blanks with the correct preposition or adverb from the box below, then give a synonym for each phrasal verb.

- behind • after • up • away with
- up against • down • out of • in • off
- into • through • away • over

- 0 He's always running *down* his boss although she actually treats him well.

- 1 The secretary was asked to run copies of the report for the employees.
- 2 We ran Sally at the shops yesterday; I hadn't seen her for months.
- 3 He ran the boy, but didn't manage to catch him.
- 4 We've run coffee. Could you go and buy some?
- 5 He ran debts amounting to millions of dollars last year.
- 6 Let's run the scene from the play again.
- 7 Their son ran at the age of 12.
- 8 The old woman was run by a taxi.
- 9 You'd better run your new car before you drive it on the motorway.
- 10 Don't run the idea that you can come home at whatever time you like!
- 11 Everything was going smoothly until we ran the problem of lack of funding.
- 12 My father fell asleep at the steering wheel and ran a lamp post.
- 13 I'm running schedule today.

b) Explain the meaning of the words in bold italics.

- 1 The *runaway* horse created chaos as it galloped through the busy streets.
- 2 The financial analyst was given a *run-down* of the company's situation.
- 3 Since the recession, more and more towns have become run down.

PHRASAL VERBS 2

- | | |
|---------------------|--------------------------------------------------------------|
| see about: | make arrangements for |
| see off: | accompany a traveller to his/her train etc. |
| see out: | accompany sb to an exit |
| see over: | inspect property |
| see through: | 1) not be deceived
2) support sb through a difficult time |
| see to: | take care of |
| settle down: | live a more permanent lifestyle |
| settle in: | become used to a new house or job |
| settle on: | decide on |
| settle for: | accept sth (less than expected) |
| settle up: | pay (a debt, a bill etc) |

4 Fill in the missing preposition or adverb.

- 0 He was hoping to sell his car for £1,000 but he had to settle *for* £800.
- 1 Once we've settled, we'll invite you for a long weekend.
- 2 Could you please see getting the sofa re-covered?
- 3 They settled the Ritz as the best place for the reception.
- 4 We made an appointment to see the cottage before we decided to buy it.
- 5 The children were seen at the station by the entire family.
- 6 Could you see those messages while I read through this report?
- 7 He said he would make me a rich man, but I saw him immediately.
- 8 After moving around for years, they settled in a small village in Wales.
- 9 He saw his best friend his divorce.
- 10 I'll see you to the garden gate.
- 11 Let's settle with the waiter now.

IDIOMS/FIXED PHRASES 1

be (as) thick (as a brick):	be stupid
on second thoughts:	having changed one's mind
lay the table:	prepare/set the table for a meal
play truant:	stay away from school without permission
red tape:	unnecessary bureaucracy
touch and go:	with uncertain result
put two and two together:	arrive at the truth by looking at the facts
in a tick:	shortly, soon
through thick and thin:	whatever happens
out of turn:	not in the correct order/time

5 Fill in the blanks with one of the idioms/fixed phrases.

- 0 "Are you coming?" shouted Tim's father.
"Yes, I'll be ready *in a tick*", replied Tim.
- 1 That man He can't even add up two and two without making a mistake.

- 2 Will someone please?
- 3 "Will he live?" asked the nurse.
"Well, it's whether he will or not."
- 4 Although she didn't say anything directly, we and realised that she was about to resign.
- 5 "Don't ever leave me", pleaded Sally.
"Don't worry, we'll be together,", answered Jim.
- 6 With so much involved, it's very difficult for foreigners to obtain a work permit.
- 7 "Write this essay for homework," the teacher said.
"No,, do it now", he added.
- 8 When he was at school he always on Mondays, to go to the cinema.
- 9 The debate became unmanageable when everyone started speaking

IDIOMS/FIXED PHRASES 2

(by) trial and error:	learning from one's mistakes
not be one's cup of tea:	not suit one's taste
be ahead of one's time:	have progressive ideas (opp.: be behind the times)
for the time being:	temporarily
in the nick of time:	just in time
kill time:	pass time while waiting for sb/sth
come to terms with:	accept a difficult situation
be tickled pink:	be really pleased
paint the town red:	have a great time
take one's time:	not hurry

6 Fill in the blanks with one of the idioms/fixed phrases.

- 0 They went for a walk to *kill time* while they waited for the ferry.
- 1 The inventor was when he invented a space rocket in the last century.
- 2 John and several of his friends went out to on his stag night.
- 3 The paramedics men arrived to resuscitate the heart attack victim.

- 4 After six years, she still cannot the fact that her husband left her.
- 5 Don't eat your food so quickly; and enjoy it.
- 6 My grandmother when she won at bingo last week.
- 7 You can use my spare room but you must look for a flat of your own.
- 8 The chef often comes up with his best recipes after a tedious process of
- 9 Opera isn't; I prefer rock music.

PREPOSITIONS

7 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 While running to answer the telephone, I tripped over my brother's briefcase.
- 1 Being new the neighbourhood, they were unable to find where the greengrocer's was.
- 2 That's typical Peter to refuse to help!
- 3 I'm having trouble my car; it keeps stalling.
- 4 Jenny is terrified flying.
- 5 Our neighbours are very tolerant the noise we make.
- 6 My father is fascinated with cars. In fact, he's in the garage tinkering the old Ford right now.
- 7 Tuck your shirt your trousers!
- 8 The river was teeming trout.
- 9 She is so thirsty success that she would do anything.
- 10 He triumphed his competitors by flooding the market place with advertising.
- 11 She's patient children and so is a very good teacher.

8 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 The neighbours are very anxious for their missing daughter to phone home.
- 1 Don't tell me you like his taste clothes! He looks terrible!

- 2 Working flexitime has many advantages regular working hours.
- 3 This summer, admission most cinemas is double what it was last year.
- 4 The customer was very angry the assistant's casual attitude towards him.
- 5 Young children are awkward dancing as they can't co-ordinate their movements well.
- 6 Her admission guilt shocked everyone; no one thought she was capable of fraud.
- 7 My husband is so awkward a needle and thread that I have to sew on all his shirt buttons myself.
- 8 I was very angry being woken up in the middle of the night by an alarm bell.
- 9 My new computer has the advantage being more compact than my old one.
- 10 The government was anxious the influx of refugees into the country.

9 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 Sheila often suffers from really bad headaches.
prone
Sheila really bad headaches.
- 2 How inconsiderate he was to take your book!
thoughtless
It your book.
- 3 He suggested that we should invite Tom to the party.
invited
He to the party.
- 4 My grandmother was nearly 86 when she died earlier this year.
now
My grandmother, 86.
- 5 The price of oranges has fallen because there are so many on the market.
such
There is on the market that the price has fallen.

- 6 Very few residents came to the meeting last night.
poorly
The attended.
- 7 Parking is not allowed in this street.
prohibited
It in this street.
- 8 In our family, my brother is the best at cooking.
cooks
There's no one
..... my brother.
- 9 These low-lying areas are constantly threatened by floods.
flooding
There
these low-lying areas.
- 10 I thought that you might like to go on holiday with us.
wondering
I to go on holiday with us.
- 11 He suddenly realised that she was never coming back.
dawned
It she was never coming back.
- 12 I can't possibly finish this work without your help.
depending
I
..... this work.
- 13 The new presenter certainly has plenty of confidence.
lack
The new presenter confidence.
- 14 Meg wants it to be clear to people that she's fair.
seen
Meg fair.
- 15 I want to go to London for our holiday but my husband won't even consider the idea.
hear
My husband
..... for our holiday.
- 16 The original plan was to complete the building by August.
due
The
..... August.
- 17 Do you think there's any chance of the socialist party winning the election this time round?
get
Do you think there's any chance
..... this time round?
- 18 Since the advertisement, we've had more applications than we can deal with.
swamped
Since the advertisement, applications.
- 19 I feel it's wrong that this site is going to be redeveloped by the council.
earmarked
I feel it's wrong that
..... the council.
- 20 When Rania stood next to the basketball players, she looked very small.
dwarfed
When Rania stood next to the basketball players, them.
- 21 Unfortunately, the rain forced the cancellation of the parade at the weekend.
rained
Unfortunately, the
..... at the weekend.
- 22 Mary was always making John the subject of her cruel jokes.
butt
John cruel jokes.
- 23 Susy managed to cope with so many problems when she was declared bankrupt.
stride
Susy
when she was declared bankrupt.
- 24 The M.P. often had a different opinion from the accepted Party policies.
step
The M.P.
his Party's policies.
- 25 I'm so busy at the moment that I can't take on any extra work.
plate
I at the moment
that I can't take on any extra work.

FIXED PHRASES

at one's own pace:	at a speed which is comfortable
go to great pains:	try hard to do sth
feel below/under par:	feel tired and unable to work etc as well as usual
pass up:	not take a chance or opportunity
in passing:	incidentally
not put it past sb:	not be surprised if sb did sth
not a patch on (inf):	not nearly as good as; not comparable
bring sb down a peg or two:	reduce sb in status
phase in:	introduce gradually
say your piece:	give your view or opinion
pile up:	mount up
feel the pinch:	be in a difficult financial situation
play at (inf):	do sth others don't understand
take the plunge:	take a/the risk
pluck up the courage:	make an effort to be brave
plumb new depths:	be worse than ever
go to pot (inf):	deteriorate
keep sb posted:	keep sb informed
pit your wits against sb (or sth):	compete with sb (or sth) in intelligence/a test of knowledge
at a premium:	1) at a higher price than usual because it is scarce 2) wanted/needed but difficult to get/achieve
press on/ahead:	continue determinedly

10 Complete the sentences using one of the fixed phrases in an appropriate form.

- 1 You are allowed to work in this relaxed, friendly company.
- 2 Houses with gardens and garages are often in city centres.
- 3 He mentioned, just in that he had spent some years in the navy.
- 4 You, as you feel so strongly on this matter and then I'll tell you what I think.
- 5 Just what did you think you were going behind my back like that?
- 6 It is a pointless exercise a computer in chess tournaments.
- 7 I would Gus to leave the firm without giving notice.
- 8 Since I broke my leg last week the housework has just been, I'm afraid.
- 9 Many people feel that the welfare system is due to lack of funding.
- 10 You shouldn't that opportunity of a once-in-a-lifetime round the world cruise.
- 11 Unless we with our effort, the project won't be completed on time.

11 Choose the correct item.

- 1 Victoria went to great to complete a high quality presentation.
A pains C efforts
B torment D difficulty
- 2 Julia's work is not a on Natalie's.
A spot C scratch
B patch D scrap
- 3 Somebody as conceited as Ron needs bringing down a or two.
A step C peg
B notch D rung
- 4 New technology is being in at work.
A shown C installed
B phased D filtered

- 5 Many people are feeling the now that there is an economic recession.
 A strain C pinch
 B prod D pain
- 6 I have no appetite and I am lethargic. I've been feeling under for ages.
 A pair C stress
 B par D threat
- 7 The economic situation makes many people unwilling to take the and open their own businesses.
 A initiative C plunge
 B bull D opportunity
- 8 I don't know how I can up the courage to tell him the awful news.
 A pick C store
 B pluck D set
- 9 The new soap opera on Channel 3 new depths in terms of tastelessness.
 A plumbs C fills
 B reaches D achieves
- 10 We'll keep you of any further changes in the examination specifications.
 A noticed C mailed
 B announced D posted

12 For questions 1-10, read the text below and decide which answer (A, B, C or D) best fits each gap.

ROME

According to legend, Rome was **0)** **B** on 21st April, 753 BC by Romulus and Remus, twin brothers of the War God, Mars. Many modern historians, though, **1)** the date at 625 BC. Rome spent its formative decades as little **2)** an overgrown village but within a few hundred years had conquered much of the Italian peninsula. By 146 BC, Rome had **3)** to the ranks of a major power by defeating the North African city of Carthage, which controlled much of the western Mediterranean. Eventually, Rome came to control the greatest empire the world had ever seen. At its height, around AD 150, Rome **4)** the lives of 60 million people (one-fifth of the world's population), all of whom **5)** by its laws, paid taxes to its emperor, and were familiar with its language, religions and customs. Ironically, the sheer size of the Roman Empire was, ultimately, a major reason for its downfall. The Romans had great difficulty maintaining power in all of their empire, as power **6)** with the success of the Roman Army. As the empire grew, supplying the army became a huge problem and, eventually, the **7)** of communications were **8)** to their limit. When this army's success started to weaken, the empire could only start to collapse.

- | | | | |
|------------------|------------------|-------------|-----------|
| 0 A commenced | B founded | C started | D begun |
| 1 A locate | B put | C lay | D rest |
| 2 A in excess of | B over | C more than | D but |
| 3 A leapt | B gone | C climbed | D grown |
| 4 A administered | B reigned | C governed | D oversaw |
| 5 A conformed | B complied | C abided | D obeyed |
| 6 A finished | B landed | C sat | D rested |
| 7 A lines | B waves | C links | D routes |
| 8 A pulled | B widened | C stretched | D draw |

13 Match the phrases, then explain the proverbs.

Column A	Column B
0 Better safe	a is not gold.
1 He who pays the piper	b is lost.
2 All that glitters	c in for a pound.
3 A trouble shared	d than sorry.
4 Blood	e breeds contempt.
5 He who hesitates	f saves nine.
6 A stitch in time	g is thicker than water.
7 In for a penny	h you gain on the roundabouts.
8 What you lose on the swings	i calls the tune.
9 Familiarity	j is a trouble halved.

0 d

1

2

3

4

5

6

7

8

9

WORD USAGE

14 Use the words given in capitals at the end of some of the lines to form a word that fits in the space on the same line.

HEADACHES

Most people who suffer regularly from 0) *pounding* headaches reach for painkillers to dull the pain. But regularly taking pain-killers can, according to the UK's National Institute for Health and Clinical 1), reduce their effectiveness, as well as make the brain more sensitive to pain and prone to further headaches. So, what is the most effective way for frequent headache sufferers to kill that throbbing in their heads? Probably not a pill, says 2) neurologist Dr Nick Silver of the Walton Centre for Neuroscience in Liverpool, because the headache is 3) to be a migraine - albeit in a mild form. According to Dr Silver, half of migraine cases go 4) To work out if you're a secret migraine sufferer, Dr Silver suggests recording how many headache-free days you have each month - i.e. days with no throbbing, aching, 5), fogginess or dizziness. Twenty-five days or more and painkillers should help, as you have an occasional problem. Fewer than twenty-five headache-free days, however, and it's probable you're a migraine sufferer without knowing it. Migraine sufferers need a more 6) treatment. They need to take 7) action against attacks and can do so by avoiding triggers. Caffeine and cheese are typical triggers of migraines so sufferers should avoid chocolate, coca cola, cheese and tea. They should also eat regular meals to maintain their blood sugar level, and drink two to three litres of fluid a day to avoid 8) (which makes brain tissue shrink, causing pain). What's more, they should get up at the same time every day because migraines are often triggered by disruptions in routine.

POUND

EXCEL

CONSULT
LIKE

DETECT

TENSE

FOCUS
PREVENT

HYDRATE

15 Choose the correct item.

- 0 Relief workers hundreds of crates of second-hand clothing which had been donated.

(A) unpacked C unwrapped
B revealed D unveiled

- 1 The Queen was present at the official of the statue.

A revealing C unwrapping
B unpacking D unveiling

- 2 The hut finally fell down, unable to days of violent winds and rain.

A put up with C support
B withstand D afford

- 3 As a single parent, it's difficult for her to a family.

A support C put up with
B afford D withstand

- 4 I phoned the company, who me that my goods had been despatched.

A confirmed C assured
B guaranteed D reassured

- 5 Please send a reply to the wedding invitation in order to your attendance.

A guarantee C assure
B confirm D reassure

- 6 It was extremely of you to drive home in that blizzard.

A adventurous C impervious
B reckless D instinctive

- 7 I really admire the hero of the film. He's so

A reckless C foolhardy
B adventurous D instinctive

- 8 The weekend is over, so tomorrow morning it's back to the

A grind C drudgery
B labour D toil

- 9 Looking after a house, four children, a lazy husband and two dogs is real

A labour C toil
B drudgery D grind

COLLOCATIONS

16 a) Fill in polish, brush.

- | | |
|-----------------------|--------------------|
| 0 <i>polish</i> shoes | 4 silverware |
| 1 the cat | 5 nails |
| 2 hair | 6 clothes |
| 3 teeth | 7 a speech |

b) Fill in dirty, squalid.

- | | |
|---------------------|-------------------|
| 0 <i>dirty</i> mind | 4 lifestyle |
| 1 conditions | 5 knees |
| 2 trick | 6 town |
| 3 clothes | 7 flat |

17 Collocate the expressions with words from the given list.

• covet • entice • repel • bolt • conform
• rejoice • avenge • harvest • sip

- 0 *bolt* your food.
1 at good news
2 a drink
3 sb's death
4 the corn
5 sb's possessions
6 to society's ideas
7 sb into wrongdoing
8 sb with your rudeness

18 Collocate the expressions with words from the given list.

• jeopardise • elaborate • thwart • amplify
• excel • anchor • curb • supplement
• dismantle • ventilate

- 1 a car engine
2 a room
3 a ship
4 your future
5 on the facts
6 your temper
7 your diet with vitamins
8 the sound
9 in an exam
10 someone's plans

11c Practice Test

19 For questions 1-10, read the text below and decide which answer (A, B, C or D) best fits each gap.

MAKE MEAT A TREAT

Although there are growing numbers of people becoming vegetarian and leading meat-free lives, there are still many more who don't want to give up meat entirely but have ethical **0** as well as dietary ones. The main question is whether it is **1** in ecological terms to keep eating factory farmed meat and if it is unduly cruel to the animals too.

Consumption of large quantities of meat in the diet is not particularly good for health. In the past, meat was not eaten on a daily basis but only once or twice a week. A diet **2** in vegetables and pulses, with some meat and dairy, is proven to be the healthiest.

Cutting back **3** eating large quantities of meat would be good for animal **4** as well. In order to **5** for the large amount of meat people want, factory farming has been developed to produce it. Factory farms are inherently cruel, keeping animals in **6** conditions and using large amounts of pharmaceuticals to keep them disease free.

So, the **7** is, reduce the amount of meat you eat and, when you do eat it. Make sure it is organic, free-range meat **8** the old-fashioned way. It will be better for your health and the environment.

- | | | | |
|-----------------|-------------------|------------|---------------|
| 0 A ideas | B concerns | C thoughts | D burdens |
| 1 A usable | B supportable | C bearable | D sustainable |
| 2 A prosperous | B wealthy | C rich | D well off |
| 3 A in | B to | C by | D on |
| 4 A welfare | B benefit | C interest | D happiness |
| 5 A allow | B cater | C make | D head |
| 6 A stunted | B congested | C cramped | D dwarfed |
| 7 A consequence | B finale | C sequel | D upshot |
| 8 A grown | B reared | C fostered | D brought |

20 Read the text below and think of the word which best fits each space. Use only one word in each space.

HYPERINFLATION

Inflation may be defined **0** as either a rise in the general level of prices of goods and services in an economy over a period of time, or a fall in the value of money over time. 'Hyperinflation' refers to extremely rapid or **1** of control inflation. Perhaps the most famous example of hyperinflation in recent history is that which took **2** in Germany after World War I. Between 1922 and 1923, prices in Germany increased **3** a factor of 20 billion. Inflation was so out of control that prices rose not just by the day, but by the hour and even minute. A loaf of bread cost just 463 marks in Germany in March 1923, but by November that **4** year cost over 200,000,000,000 marks. The effect on society was devastating. Because wages received in the morning would be worthless by the afternoon, people spent their money as quickly as possible, buying any physical good they could get their hands **5** (whether they needed it or not) in a desperate attempt to get rid of currency units before they lost value. This only had the effect of stoking the fires of inflation further. Savings were wiped out overnight. People lived in constant fear. Bartering and crime became the order **6** the day. Interestingly, hyperinflation is not a rare event. Since Weimar Germany, there have been 29 additional hyperinflations around the world, including those in Austria, Argentina, Greece and Brazil, to **7** just a few. On average, that's one every three years **8** so.

- 21 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

BULL LEAPING

From 0) *archaeological* finds, we know the bull played a prominent role in ancient Cretan culture. The Minoans drew images of this magnificent beast on every medium available: buildings, gold rings, bronze 1), stone seals, pottery vases, and more. **ARCHAEOLOGY**

On the walls of the ancient Minoan palace of Knossos, scores of beautiful frescoes can be seen which depict boys and girls leaping over bulls. The 2) **SCULPT**

among scholars (although it is widely debated) is that bull leaping in Bronze Age Crete was not just a fanciful notion - it was an actual event. **ASSUME**

In common with other Mediterranean cultures of the time, the bull was the subject of 3) by the Minoans. Thus, scholars believe bull leaping in ancient Crete could have been a 4) ritual performed in connection with bull worship. The ritual probably consisted of trained youths performing spectacular leaps over charging bulls - bulls that were almost certainly not wild, but 5) **VENERATE CEREMONY**

When a leaper grasped the bull's horns, the bull would violently jerk his neck upwards, thus giving the leaper the momentum necessary to perform somersaults and other daring and graceful acrobatic tricks. Unlike modern day bull fighting, bull leaping was almost certainly a docile act. In none of the 6) is the suggestion made that the bull was sacrificed after the event, or inflicted with any kind of injury that would 7) it. As for the acrobats, they almost certainly came from the cream of Minoan society and were not of 8) origin. Bull leaping was a noble endeavour in ancient Crete. **DOMESTIC**

PORTRAY

FURIOUS SERVE

- 22 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>0 Nobody spoke when the teacher asked who the culprit was.
remained
Everyone <i>remained silent when the teacher asked</i> who the culprit was.</p> | <p>4 She claimed she handed in her resignation as a result of undue pressure.
pressurised
She claimed her resignation.</p> |
| <p>1 Each new generation is given the family jewels.
down
The generation.</p> | <p>5 Miranda's mother became very emotional when she saw her daughter in her wedding dress.
overcome
Miranda's mother In her wedding dress.</p> |
| <p>2 The government received many criticisms concerning their new housing policy.
few
The government came of their new housing policy.</p> | <p>6 Is there enough ice cream for everyone, or shall I go and buy some more?
round
Is there or shall I go and buy some more?</p> |
| <p>3 He was given an honorary medal by the military.
conferred
An honorary medal by the military.</p> | |

UNIT 12a Grammar: Causative form

Have + object + past participle is used to suggest that we are instructing someone to do something for us.
I'll ask the mechanic to repair my car.

I'll have my car repaired. (not myself but the mechanic will do the work.)

Notes

- The verb **to have** forms its question and negative with **do/does** in the Simple Present and **did** in the Simple Past.
Don't print the files, please!
Don't have the files printed, please!
- Have/get + object + past participle** can also be used to replace a passive verb usually describing an accident or misfortune.
He had/got his car stolen. (= his car was stolen)
- Get + object + past participle** can be used to mean finish doing something or to replace have in the structure **have something done**.
I must get my homework done over the weekend.
You should get your trousers taken in now that you've lost weight.
- Get + object + to infinitive** means **make or persuade somebody to do something**.
The coach got the players to train hard for five hours every day.
See if you can get Paul and Mary to join us at the concert.
- Get + object + present participle (-ing)** is used informally to mean **make somebody/something start doing something**.
Once you get her talking about her travels, she never stops.
Also: *get moving*; *get going* (without an object)
- Have + object + bare infinitive**, though not common in British English, is used for giving instructions or orders.
The teacher had the pupils do the exercises in class.
- Want and need** are also used with an object and a past participle, to indicate that you would like or need sth to be done.
I want the room cleaned.
I need the reports checked.

1 Rewrite the following sentences without changing the meaning of the sentences printed before them.

- | | |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 0 The repairman is servicing her television.
<i>She is having her TV serviced (by the repairman).</i> | 5 The dentist has whitened her teeth.
She |
| 1 Someone was setting up Jim's computer when there was an electricity black-out.
Jim | 6 The insurance company is inspecting Lyn's car.
Lyn |
| 2 The tailor hemmed my new trousers.
I | 7 The shoe repairer dyed Anna's white shoes.
Anna |
| 3 Someone washed all the windows in Ruth's home.
Ruth | 8 The workman will tar the restaurant's roof for us.
We |
| 4 Someone is editing his thesis.
He | 9 The store will deliver my aunt's new refrigerator to her flat.
My aunt |

CONVERSATIONAL GRAMMAR

2 Choose the correct item.

- 1 "How did the bride wear her hair?"
"She into a bun."
A had it styled C has styled it
B had been styled it D has had it styled
- 2 "Why doesn't Constance buy a dishwasher?"
"She can't because there isn't enough space in her kitchen."
A have one installed C have one install
B have installed one D have install one
- 3 "Has Paul moved back to his house?"
"Yes. He all the earthquake damage repaired."
A has had C had
B has D had been having
- 4 "Why are there so many workers in Zoe's garden?"
"She it landscaped."
A had C will have had
B had had D is having
- 5 "Your shoes look new."
"I by the hotel porter."
A had polished them C have them polished
B had them polished D have polished them
- 6 "What are you going to wear to dinner?"
"I don't know. I wish I my lace dress cleaned yesterday."
A have had C was having
B would have D had had
- 7 "We were thinking about doing our place up."
"Oh, the house completely renovated; just revamp it with some new furnishings."
A don't have C not to have
B haven't D not having
- 8 "When do you want this report by?"
"I'd like finished by 4 o'clock."
A to have the work C have the work been
B the work to have D having the work
- 9 "Why is Ron so upset?"
"He broken into."
A gets a house C didn't get his house
B hasn't got a house D has had his house
- 10 "Where've you been Mary?"
"Well, my tutor some research into post graduate studies."
A made me to do C got me to do
B had me to do D put me do
- 11 "Did the kids enjoy the circus?"
"Absolutely! The clown got them all the time."
A laugh C to laugh
B to be laughing D laughing
- 12 Shall we get ? It's getting late.
A to go C going
B go D gone

STRUCTURAL CONVERSION

- 1 **Somebody is going** to water the flowers for her.
She's going to have the flowers watered.
- 2 **Your hair needs** cutting.
You'll have to have your hair cut.
You should have your hair cut.
- 3 **I'm having** my house decorated.
My house is being decorated.
Someone is decorating my house.
- 4 **Is anyone** checking your answers?
Are you having your answers checked?
- 5 **The dentist filled** her tooth.
She had her tooth filled.
She got her tooth filled.
Her tooth was filled.
- 6 **I hate her asking** someone else to do her homework.
I hate her having her homework done by someone else.
- 7 **I'd love it** if someone cut the grass for me.
I'd love to have the grass cut.
- 8 **The hairdresser permed** my hair.
I got my hair permed at the hairdresser's.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 All the arrangements were made by his secretary.
everything
He by his secretary.
- 2 She burnt her hands during the fire.
got
She the fire.
- 3 Are you going to have the roof fixed before winter?
repair
Are before winter?
- 4 Our broken immersion heater must be repaired urgently.
seen
We must urgently.
- 5 The windows need draught-proofing.
have
You'll draught-proofed.
- 6 A famous architect designed their new home.
had
They their new home.
- 7 It would be a good idea for an accountant to sort out your tax problems.
should
You an accountant.
- 8 Her wedding dress is going to be made by a famous designer.
have
She by a famous designer.
- 9 Joe's brother treated him to a meal.
paid
Joe for him by his brother.

- 10 Henry is going to ask for professional help to upgrade his PC.
get
Henry his PC.
- 11 An ophthalmologist carried out a second operation on his eye.
perform
He on his eye.
- 12 It would be a good idea for your teeth to be capped, you know.
ought
You you know.
- 13 A party will be thrown for the twins when they return.
them
The twins when they return.
- 14 We used to read fairytales to our children at bedtime.
them
Our children at bedtime.

4 Underline the correct item.

- 0 Could you please have the parcel deliver/delivered by midday?
- 1 No matter what Jo said, she couldn't get him to see/see her point.
- 2 Sam had his ankle broken/had broken his ankle in the rugby match last night.
- 3 Jane had her favourite vase smashing/smashed by the removal men.
- 4 Get to move/moving, will you? We'll miss the train.
- 5 You should have seen to this/have this seen to as soon as possible.
- 6 Our teacher had us working/work in pairs for this project.
- 7 Cassie had her telephone reconnected/has reconnected her telephone after she'd paid the bill.

- 5 Read the text below and think of the word which best fits each space. Use only one word in each space.

PROCRASTINATION

Do you procrastinate? Put **0** off doing things that need doing, even though you know delaying the task will most probably compromise your performance of it or the task completion itself? If so, you are not alone. Twenty percent of people identify **1** as chronic procrastinators.

Procrastination isn't trivial. It's a maladaptive way of behaving that cuts **2** all domains of a person's life. Yet, **3** a culture, we don't take procrastination seriously enough. Indeed, we consider it to be a non-problem. But this is a mistake. There are huge costs to procrastination. Health is **4** Studies have shown procrastinating students get more colds, have more gastrointestinal problems and suffer more from insomnia than non-procrastinating students. What's more, procrastination has a high cost to others as **5** as oneself - it shifts the burden of responsibility onto other people, **6** become resentful. Procrastination destroys teamwork in the workplace and in interpersonal relationships.

Procrastinators tell lies to themselves, **7** the lines of: 'I'll feel more like doing this tomorrow' or 'I work best under pressure.' But in fact they do not get the urge the next day, nor does their performance improve as a deadline draws closer. Another lie procrastinators like to indulge **8** is that pressure enhances their creativity. Unfortunately, it does not. In short, procrastinators sabotage themselves, choosing paths that harm their performance. The bright side? It's possible to overcome procrastination - with effort.

PHRASAL VERBS 1

set about:	begin
set aside:	save for a special purpose
set back:	hinder
set sb back (inf):	cost sb a lot of money
set in:	begin (of a period, usu. bad)
set off:	1) start a reaction (inf) 2) begin a journey (= set out)
set an animal on (sb):	cause an animal to attack sb
set out:	begin a task/job with a specific intention
set up:	1) start a business 2) erect

6 Fill in the correct preposition or adverb.

- We'd better have central heating installed before winter sets in.
- A wedding reception for two hundred people will certainly set you thousands!
- They set for their destination at 5 o'clock in the morning.
- You do not set a record, you simply set one.
- His jokes set the whole class laughing.
- A fire in the factory set production by several weeks.
- She set to become a dancer but an injury prevented her from fulfilling her ambition.
- She decided to set a computer graphics firm with the money she inherited.
- You'd better set some money every month if you want to buy a new car.
- How would you set teaching a dog to perform tricks?
- The town council has decided to set a memorial to the princess.
- He threatened to set the dogs us if we didn't get off his property.

PHRASAL VERBS 2

stand by:	1) remain loyal to sb 2) do nothing to stop a bad situation 3) be ready for action
stand down:	resign from a position
stand for:	1) support sth 2) mean, symbolise 3) tolerate 4) enter oneself for election
stand in for:	replace temporarily
stand out:	be conspicuous/obvious/better
stand up for:	defend/support
stand up to:	defend oneself against

7 Fill in the correct preposition(s) or adverb.

- I'll stand *by* Ryan, no matter what people say about him.
- His grandfather once stood Parliament, but he only got 56 votes.
- Nobody would stand that sort of behaviour for a minute.
- The police stood in case trouble broke out after the football match.
- He's such a brilliant dancer that he stands from the rest of the troupe.
- Our group stands equality for people of all races.
- Could you stand John if he's called away?
- You ought to stand your little brother when the others tease him.
- The letters MP stand Member of Parliament.
- How can you stand and watch him mistreat the children like that?
- If he can't stand his opponent in a debate, he won't be a success in Parliament.
- The President was forced to stand due to his involvement in the scandal.

IDIOMS/FIXED PHRASES 1

be up and about:	have recovered from an illness
be on the up and up:	improve steadily
up and coming:	likely to be successful
ups and downs:	good things alternating with bad ones
quick/slow on the uptake:	quick/slow to understand
make a flying visit:	make a quick trip/pay a short visit
give vent to:	express sth freely
speak volumes:	be strong evidence of sb's feelings, merits etc
drive (sb) up the wall:	make sb angry/annoy sb
not hold water:	not seem reasonable or in accordance with the facts

8 Fill in the blanks with one of the idioms/fixed phrases.

- We've had our *ups and downs* since we left London, but for the most part we're very happy living in the country.
- In spite of the negative economic outlook, car sales this month.
- The noise those builders are making
- Sarah her feelings of frustration and dissatisfaction when she spoke to her boss.
- Unless you can support your argument with some statistics, I'm afraid it
- In spite of the seriousness of the operation, she in a few days.
- Although she said nothing about missing her husband, the expression on her face
- The young actress had been offered a role in "The Tempest".
- With only a few hours to spare, Sarah knew she could only to her old school.
- Mike is so that you never have to repeat instructions twice.

PHRASAL VERBS 2

wet behind the ears:	inexperienced
make waves:	cause trouble
frosty welcome:	unfriendly reception
get out of bed on the wrong side:	be in a bad mood
give way to:	give in/yield
be set in one's ways:	fixed in one's habits/routine
under the weather:	depressed/unwell
be all very well:	appear satisfactory but in fact not be
get wind of:	receive information about sth indirectly
no/little wonder:	not surprising

9 Fill in the blanks with one of the idioms/fixed phrases.

- It's *no wonder* he's in a bad mood if it's true that his wife just left him.
- If you always people's wishes, then they're bound to take advantage of you.
- He's so that if you gave him tea at 4 o'clock instead of 4.30, he'd complain.
- My boss accused me of when I complained about our working conditions.
- It's him saying he'd replace the vase he broke but he hasn't done so yet!
- She realised that her boss had when he snapped at her before she had even said good morning.
- We got such a(n) when we arrived at the party that we almost wished we hadn't gone.
- Although he's young and, he has such a pleasant manner that we decided to hire him.
- I don't know how they our plans; I've certainly never discussed them with anyone.
- John's been a bit lately, but I think he'll cheer up once we go on holiday.

PREPOSITIONS

10 Look at Appendix 5 and fill in the blanks with the correct preposition.

- The food at that restaurant was labelled "unfit for human consumption" by the environmental health officer.
- Your visa is valid one year and will subsequently need renewing.
- She felt very uneasy leaving the baby with Miriam for the evening.
- After suffering a major illness, he was very vulnerable minor ailments such as colds.
- He didn't just express his aversion cloning but also argued it in a very persuasive way.
- I can vouch Sandra's integrity, so I recommend we include her in our discussions.
- The boys ran down to the garden and vaulted the fence at the bottom.
- Clara is unswerving her determination to become a lawyer.

11 Look at Appendix 5 and fill in the blanks with the correct preposition.

- Tom's absorption his studies means he has no social life.
- Eating too much fat and sugar is detrimental your health.
- The amount of water absorbed cotton wool is greater than that paper.
- The bank wrote to me to advise me their new overdraft facilities.
- If you need advice exam techniques, any of our trained staff will help you.
- He cared the environment and gave an inspiring speech the issue.
- At the Chinese restaurant we started spare ribs, then had chicken chop suey and coconut ice cream to finish.
- The doctor advised us travelling to Egypt without having the proper inoculations first.

12 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 The government is always changing its policies on transportation.
lack
There's policies on transportation.
- 2 Tom teased Alice about her new hairstyle.
poked
Tom new hairstyle.
- 3 Fresh fruit is plentiful at this time of year.
shortage
There's of year.
- 4 The prospect of meeting him again didn't please her.
forward
She again.
- 5 The exhibition is likely to be a success.
probability
In a success.
- 6 Could you tell me where the post office is?
direct
Could post office?
- 7 Harvey ordered some new equipment without prior permission.
liberty
Harvey some new equipment.
- 8 Naturally, you will have points deducted for misspellings.
penalised
Naturally, misspellings.
- 9 Most scientists argue that it is preferable to use organic products.
averse
Most scientists of organic products.
- 10 The new manager wants us to call him 'Sir'.
addressed
The new manager 'Sir'.
- 11 I can't say I like it when she praises my work in front of my colleagues.
having
I can't say in front of my colleagues.
- 12 You'll have to make up your minds by the weekend.
be
A by the weekend.
- 13 It's just possible that we may have to introduce pay cuts.
ruled
We pay cuts.
- 14 Surely he can't like it when she insults him in public.
being
Surely in public.
- 15 Never forget that she hasn't had your education.
bear
You should she hasn't had your education.
- 16 It's pointless going now; let's just stay in and watch TV.
well
We and watch TV.
- 17 I don't think there's much chance of his coming now.
doubt
I now.
- 18 I don't think they should expect that much of her.
asking
I her.
- 19 Sharon has been promoted because she is capable of working under pressure.
account
Sharon has been promoted to work under pressure.
- 20 Alex grimaced as he swallowed the foul-tasting medicine.
pulled
Alex the foul-tasting medicine.

FIXED PHRASES

be/have (a) qualified success:	be partially successful
give sb no quarter:	show no mercy
a race against time:	work fast in order to do sth on time
rack one's brains:	try hard to think
lose one's rag (inf):	become angry
rain or shine:	under any circumstances
ram home sth:	make sth clear and forceful
go on the rampage:	rush about violently
raring to go:	eager to do sth or go somewhere
have/get a raw deal (inf):	be treated unfairly
take it as read:	accept sth as true without question
recharge your batteries:	take a break to renew/refresh yourself
on reflection:	after careful thought
be well rid of sb or sth:	better off without sb or sth
be taken for a ride:	be deceived/cheated
be as right as rain:	recover from an illness
hit the road (inf):	begin a journey
do a roaring trade:	sell a lot of sth
take the rough with the smooth:	accept unpleasant as well as pleasant situations
rub sth in:	insist on reminding sb of sth unpleasant or embarrassing
up and running:	operating normally

13 Complete the sentences using one of the fixed phrases in an appropriate form.

- I'm going to watch the football match,
- No matter how much I, I couldn't solve the riddle.
- As a politician he is a forceful speaker and his point with great conviction.
- The bull escaped from his pen and through the town, provoking panic in his wake.

- Barry liked the idea of a fine arts course but he decided to go in for accountancy.
- The job was making her so stressed and unhappy that she handed in her notice, deciding that she it.
- It is a to find cures for many diseases of our time, including cancer and AIDS.
- This particular interviewer to politicians that he interviews and insists on a direct answer to all his questions.
- When somebody has made a mistake, it's kinder not to by constantly reminding them of it.
- The doctor told Jo she'd be in no time as long as she took the course of antibiotics.

14 Choose the correct item.

- The experimental play was only a success, which disappointed the playwright.
A local C reserved
B qualified D cautious
- It takes time to get a financial system up and after the introduction of a new currency.
A walking C running
B proceeding D going
- Life is so full of both good fortune and misfortunes that you have to learn to take the rough with the
A smooth C calm
B ready D tough
- Stephen really lost his when his dental appointment was cancelled yet again.
A head C calm
B voice D rag
- In today's competitive world, everyone needs a regular holiday to their batteries.
A refill C rectify
B recast D recharge
- When my new motor kept breaking down, I knew I'd been taken for a by the second-hand car salesman.
A drive C walk
B ride D stroll

WORD USAGE

- 15 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

A JAPANESE TRADITION

Of the myriad of Japanese ceremonies introduced to the West, the Japanese tea ceremony would have to be the least 0) *accessible*. Like many aspects of Japanese culture, the practice of drinking tea was brought from China well over a thousand years ago. In Japan, green tea developed its own character, and the Japanese tea ceremony has evolved into a 1) Japanese phenomenon.

The modern tea ceremony can be traced back to the 17th century where it developed alongside another singular Japanese adaptation of Chinese culture: the philosophy of Zen. The tea ceremony eventually became established as a recognised form of high art, where it was practised in diverse locations, from Zen temples to ordinary homes. Even today, the simplest and most secular tea ceremony still embraces the Zen aesthetic of simplicity, 2) and devotion.

During the ceremony, strictly prescribed words of invitation and 3) are murmured quietly; tea maker and guests play their roles with 4) and respect.

A brief moment of profound tranquillity has been 5) created and shared. It is simultaneously an aesthetic, social and 6) moment.

Significantly, it is a Japanese moment, fleeting and poignant with its own 7) where the noise and confusion of the everyday world is temporarily suspended as a vague, 8) sense of the eternal pervades.

ACCESS

PECULIAR

AUSTERE

GRATEFUL

HUMBLE

COMMUNE

SPIRIT

PEACE

DEFINE

- 16 Choose the correct item.

- 0 It has been medically proven that a poor diet leads to growth.

A controlled C curbed
 B stunted D tempered

- 1 My husband and I are not rich but we are

A wealthy C comfortable
 B tight D hard-up

- 2 Bob is so short-tempered; he should try to his anger.

A curb C temper
 B control D stunt

- 3 If you your demands, they may be accepted by others.

A control C stunt
 B temper D curb

- 4 The teacher told us to the poem by the next lesson.

A remember C remind
 B recollect D memorise

- 5 I don't her name, as we met only once.

A memorise C recollect
 B reminisce D remind

- 6 Don't expect Alan to buy you a drink. He earns plenty of money but he's very

A hard-up C tight
 B wealthy D comfortable

- 7 Could I borrow a few pounds? I'm a bit at the moment.

A comfortable C tight
 B wealthy D hard-up

COLLOCATIONS

17 Fill in the following collocational grid.

	with fear	hand	with horror	at the thought	voice	ground	with rage	with cold
trembling								
shuddering								
quaking								
shivering								

18 a) Fill in *renew*, *restore*.

- | | |
|------------------------|--------------------|
| 1 a visa | 5 a painting |
| 2 order | 6 to power |
| 3 a bus-pass | 7 hope |
| 4 a relationship | 8 a house |

b) Fill in *free*, *liberated*.

- | | |
|-------------------|------------------|
| 1 spirit | 5 kick |
| 2 feeling | 6 of worry |
| 3 gift | 7 woman |
| 4 lifestyle | 8 city |

c) Fill in *refuse*, *deny*.

- | | |
|-----------------------|------------------|
| 1 an accusation | 4 help |
| 2 an invitation | 5 a gift |
| 3 the truth | 6 a charge |
| | 7 access |

19 Collocate the expressions with words from the given lists.

- mislead • represent • overhaul • pry • cheat
- disregard • conspire • mix • gatecrash • compliment

- | | |
|-------------------------------------|---------------------------------|
| 1 eggs and flour together | 6 a party |
| 2 sb into believing sth false | 7 your country in a sport |
| 3 sb on a new dress | 8 to do a deed |
| 4 advice | 9 a system |
| 5 into sb's private life | 10 at cards |

- seek • shield • hide • struggle • expose
- exhibit • search • baffle • restrict • proclaim

- | | |
|----------------------------|------------------------------|
| 11 a building | 16 an answer |
| 12 sb the winner | 17 a painting |
| 13 sb from harm | 18 a politician's lies |
| 14 sb's freedom | 19 your feelings |
| 15 sb with a problem | 20 against oppression |

- flit • outdo • prune • stroll • hire • amend
- retain • flaunt • scour • accumulate

- | | |
|------------------------------------|--------------------------------|
| 21 to from city to city | 26 to your wealth |
| 22 to dust | 27 to a place for clues |
| 23 to a sense of perspective | 28 to a bush |
| 24 to a text | 29 to around the park |
| 25 to your rivals | 30 to a boat for the day |

- challenge • scrape • lead • disclose • pledge
- subscribe • show • be obsessed • release • bend

- | |
|-------------------------------------|
| 31 to a group of people |
| 32 to to a magazine |
| 33 to the rules |
| 34 to someone's authority |
| 35 to your loyalty to someone |
| 36 to a document |
| 37 to sympathy to someone |
| 38 to with soap operas |
| 39 to through an exam |
| 40 to a secret |

12c Practice Test

20 For questions 1-8, read the text below and decide which answer (A, B, C or D) best fits each gap.

NEW STEPS IN BALLET

The world of ballet has traditionally been a very **0** one, where innovation has always taken a back **1** to convention. However, although it still requires some cautious optimism there are signs that ballet is beginning to show a bit of a **2** change in its attitudes. Take the corps de ballet, for instance. The stereotypical corps will contain dancers all of the same build, height and even ethnicity. This is because the corps has always been associated with the beauty of the symmetrical. Now that many up and **3** dancers are from many parts of the world, including Asians and people of African **4** , different ethnic origins are becoming accepted. This is especially true since the **5** of stars like Carlos Acosta, the famed Cuban dancer.

Another issue is that if ballet, as an art, is not a reflection of the world we all live in but is simply an artificially **6** anachronism of the 19th century, its survival as an art becomes more and more **7** There is a danger of ballet becoming permanently solidified in one **8** form only. This would be a great shame as all arts must evolve to survive.

- | | | | |
|-------------------------|-----------------------|---------------------|--------------------|
| 0 A tyrannical | B conservative | C oppressive | D despotic |
| 1 A chair | B couch | C bench | D seat |
| 2 A sea | B air | C land | D pool |
| 3 A going | B showing | C coming | D doing |
| 4 A breed | B descent | C pedigree | D family |
| 5 A climb | B upturn | C growth | D rise |
| 6 A preserved | B shielded | C hoarded | D defended |
| 7 A unconvincing | B illogical | C improbable | D undecided |
| 8 A narrow | B slim | C thin | D close |

21 Read the text below and think of the word which best fits each space. Use only one word in each space.

LONDON OLYMPICS 2012

Did the London Summer Olympics of 2012 live **0** *up to the hype*? Consensus is that they did. From Sydney to Istanbul and Beijing to Washington, journalists around the world poured praise **1** the global sporting event at its conclusion, agreeing that it had been a resounding success. **2** to the Games, anyone perusing the British press would have been forgiven for thinking that the most disastrous Games of the modern era were about to hit London. Predictions of two-plus weeks of traffic jams, bad weather, bad security and British apathy abounded. But the naysayers and pessimists were **3** wrong. London 2012 turned out to be a triumph; an astoundingly seamless production. **4** the size of the city and the scale of the endeavour. Every session of every sport played **5** to packed stadiums. Fans were enthusiastic, knowledgeable and noisy. The buzz on the streets of London was electric. For sixteen days, Britons came **6** , united by happiness, joy and celebration. "There is one simple indication of the success of the London Games," wrote one foreign journalist when the party was over. "That is the feeling of surprise amongst ordinary Londoners and people close to the Games that, **7** all their worry and doubts, they had pulled it **8** so well. It was not a sense of 'We told you so,' more one of 'Wow, we actually did it!'"

- 22 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.**

AIRPORT AVATARS

Smiling, **0** *computerised*, talking avatars are being introduced at airports around the world in a bid to make travellers' journeys more efficient. The life-sized hologram **1** which are situated at key points in airports such as just before security, read out pre-recorded messages designed to help passengers - anything from the location of bathrooms and taxi stands to on-flight liquid restrictions and security **2** Some of these virtual assistants, which have been **3** at New York's JFK and Paris' Orly airport among others, have a **4** which activates their message when a person walks within a few feet of them. Others repeat their pre-programmed speeches on a loop. All dispense their information in comforting and **5** voices intended to calm passengers' nerves.

So how are these latest airport employees faring? According to airport staff, feedback from passengers has been largely positive. More importantly, though, these avatars are proving effective. Because they are so **6** passengers can't help but look at them and take notice of what they are saying. Thus, they are doing what they were designed to do: ease the workload on the airport's flesh-and-blood staff. Will we one day see avatars at all airports? Perhaps. But with one difference. The current avatars are not **7** - they cannot hold conversations with passengers. Developers are hopeful future **8** to this series of avatars will be active.

COMPUTER

PROJECT

REGULATE

VEIL

SENSE

INFORM

LIFE

ACTIVE

ADD

- 23 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.**

- 0** Nobody spoke when the teacher asked who the culprit was.

remained

Everyone *remained silent when the teacher asked who the culprit was.*

- 1** She was an excellent playwright whose work didn't get the recognition it deserved.

renown

She was an excellent playwright her work.

- 2** I knew the project would not succeed from the start.

doomed

I knew the project from the start.

- 3** That man reminds me a lot of my father.

bears

That man father.

- 4** Laurence's car became his most prized possession when he first bought it.

joy

Laurence's car became he first bought it.

- 5** Most people are indifferent to the mistreatment of animals.

show

Most of animals.

- 6** It's quite likely that they will consider our offer too low.

well

They too low.

UNIT 13a Grammar: Clauses

Subordinate clauses complete or add to a main clause. They may function grammatically as subject, object, complement or adverbial in a main clause. They can be:

- a) **noun clauses**
He told me **(that) the film was interesting.**
- b) **relative clauses**
Tom, **who is a teacher,** left early.
- c) **adverbial clauses** i.e. **time clauses, clauses of manner/place/reason/purpose/result/comparison/concession/condition**
He is taller **than his sister.**

TIME CLAUSES

Time Clauses are introduced with time conjunctions or expressions such as: **after, as, as soon as, before, by, by the time, hardly... when, immediately, no sooner... than, now that, once, (ever) since, the minute (that), the moment (that), then, the sooner... the sooner, till/until, on/upon, when, whenever, while.**

He waited for an hour **before** he was interviewed by the manager.

Time Clauses follow the rule of the sequence of tenses; that is, when the verb of the main clause is in a present or future tense, the verb in the subordinate clause must be in a present or future tense too, and when the verb of the main clause is in a past tense, the verb in the subordinate clause must be in a past tense too.

I'll watch TV after I **have finished** doing my homework.

She **left** before he **came**.

We never use a future tense in a future time clause; instead, we use a present tense.

They **will** leave in an hour. I'll do the washing up **then**.

I'll do the washing up **when/after** they **leave/have left**. (not ~~will leave~~ or ~~will have left~~)

Compare:

when (time conjunction) + **present tense**

When I find it, I'll tell you.

when (question word) + **present tense** or **future**

When will John get back from Austria?

When do you walk the dog?

CONVERSATIONAL GRAMMAR

1 Choose the correct item.

- 0 "Can I come without any notice? Are you sure?"

"Definitely. Whenever you in the area."

- A will be
- B are
- C have been
- D will have been

- 1 "How did Harry suspect the new franchising company might be a fiasco?"

"As soon as he some tricky terms in the contract, he knew there was something wrong."

- A has spotted
- B spotted
- C would spot
- D spots

- 2 "Whenever I Jane, she talks about the new house she's having built."

"Well, I think she's really obsessed with the matter."

- A am meeting
- B met
- C meet
- D have been meeting

- 3 "Are you sure it was Pete?"

"Not really. The moment I saw him he the building."

- A was entering
- B entered
- C has entered
- D had been entering

- 4 "I'm afraid Jenny Jones has been consistently late all this week, Mr Taylor."
"When Miss Jones in, tell her I'd like to have a word with her."
A is coming C will have come
B comes D came
- 5 "How about joining me on a skiing trip this weekend?"
"Well, I really can't take a holiday until I my thesis."
A have finished C will have finished
B finished D am finished
- 6 While she for her friend to pick her up, her mother arrived.
A has been waiting C had been waiting
B was waiting D is waiting
- 7 "..... had we arrived at the beach when it started pouring with rain."
A No sooner C As soon as
B The minute D Hardly
- 8 "Why was Jane upset?"
"The minute she into the party, she saw someone wearing the same dress."
A had walked C walking
B was walking D walked
- 9 "It was unwise of David to make light of such a sensitive issue."
"Exactly. No sooner the joke than everyone got up and left!"
A has he told C had he told
B he told D having told
- 10 "You must have been worried knowing she was alone so late at night."
"Well, once I her come in, I began to relax."
A have heard C heard
B hear D am hearing
- 11 "Where is Emma's report?"
"I think she put it on your desk before she "
A left C has left
B had left D was leaving
- 2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.
- 1 Sean did all the illustrations for the book but no one acknowledged his work.
credit
Sean wasn't all the illustrations in the book.
- 2 Having finished your studies, you must decide what to do next.
future
You must finished your studies.
- 3 As soon as they received the information, it was sent to the editor.
minute
The information was they received it.
- 4 The rain ended and immediately the sun came out.
barely
..... the sun came out.
- 5 Russ's opinions on the new management policies were very different from those of his fellow workers.
odds
Russ the new management policies.
- 6 The way many sportsmen behave in public influences their young fans.
impression
The way many sportsmen behave in public their young fans.
- 7 Not until they leave will she begin cleaning the house.
start
She will only they have left.
- 8 Could you give me a shout the minute dinner is ready?
know
Could you is ready?

CLAUSES OF PURPOSE

Full infinitive is commonly used to express purpose. We can also use *in order to* and *so as to*. *In order to* and *so as to* are more emphatic and also more formal.

He left early (***in order/so as to***) ***avoid*** the heavy traffic.

Note: We cannot use the full infinitive with a subject different from that of the main verb. Instead we can use ***so that/in order that***.

Clauses of Purpose are introduced with ***so that/in order that*** in the following way:

so that + will/can/present tense (reference to the present)
in order that + would/could/past tense (reference to the past) } (common structure)

Wake him up early ***so that he catches/I'll catch*** the first bus.

We bought more food ***so that*** we ***would have*** enough for the extra guests.

so that + may/might
in order that + shall/should } + ***Infinitive*** (formal structure)

The President left early ***so that*** he ***should*** not be late for his next meeting.

Note: We use ***so that*** rather than the *to*-infinitive structure when the main and the subordinate clause have different subjects.

Kate left some salad ***so that*** James could eat it later.

Negative purpose can be expressed with:

- ***so as not to + Infinitive*** (only when the subject of the verb is also the subject of the infinitive)
 We are staying in this weekend ***so as not to spend*** any money.

- ***so that + won't/can't/present tense*** (present reference)
so that + wouldn't/couldn't (past reference)
 They've locked the gate ***so that*** we ***can't/don't*** get in.
 He left an hour ago ***so that*** he ***wouldn't*** be caught in the traffic.

- ***for fear (that) + might/should/would*** (very formal)
for fear of sth/doing sth
lest + (might/should) + Infinitive (formal subjunctive) (very formal)
 They asked their neighbours to keep an eye on the house ***for fear*** (that) burglars ***might*** break in.
 She didn't make a noise ***for fear of*** ***waking*** her parents.
 She banned smoking ***lest*** the house ***should*** catch fire.

- ***for + noun*** (to express the purpose of an action)
 We went out ***for*** some fresh air.
for + gerund (to express the general purpose of a thing)
 A saw is a tool ***for*** ***cutting*** wood.

- ***in case + Present Simple/should*** (refers to the present/future)
in case + Past Simple/should (refers to the past)
 Take an umbrella ***in case*** it ***rains/should rain***.
 They left early ***in case*** the traffic ***was/should be*** heavy.
Note: ***Will/would*** are never used with ***in case***.
 Take your coat ***in case*** it ***gets*** cold. NOT Take your coat ***in case*** it ***will get*** cold.

- ***prevent + noun/pronoun + (from) gerund***
 It's impossible to ***prevent*** cats (from) ***scratching*** furniture.
- ***avoid + gerund***
 You should ***avoid*** ***carrying*** heavy bags if you have a bad back.

Clauses of Purpose follow the rule of the sequence of tenses.

I'll leave early so that I'll be/I'm home before they come.

He ***avoided*** mentioning it so that he ***wouldn't*** offend her.

CONVERSATIONAL GRAMMAR**3 Choose the correct item.**

0 "What's in all the boxes?"

"Some extra refreshments we run out."

- A** in case **C** so that
B to prevent **D** for fear

1 "Did you go around to see Janet's newborn son?"

"I had the flu so I didn't go for fear infecting the baby."

- A** for **C** that
B of **D** lest

2 "Why is everyone so busy?"

"They're tidying the showroom in case the managing director in."

- A** drops **C** will drop
B dropped **D** would drop

3 "Why didn't you go to the party on Saturday night?"

"I wanted to avoid Josh."

- A** see **C** seeing
B that I see **D** to see

4 "The baby's not screaming any more."

"He's teething and I gave him something for the pain so that he down."

- A** are calming **C** should calm
B would calm **D** calmed

5 "What are you doing over the summer?"

"I've got a temporary job I can save some money."

- A** so that **C** so as to
B in case **D** in order

6 "I'm not sure what to say to Paul."

"You could always tell a white lie to hurting his feelings."

- A** avoid **C** prevent
B prevent from **D** avoid to

7 "What's the purpose of this object?"

"It's a device screwing bolts into nuts."

- A** of **C** so that
B for **D** so as to

STRUCTURAL CONVERSION1 **He put on a mask to avoid** being recognised by his wife.**He put on a mask to prevent** his wife (from) recognising him.**He put on a mask for fear** his wife might recognise him.**He put on a mask so that** his wife wouldn't recognise him.**He put on a mask in case** his wife recognised/should recognise him.**He put on a mask because** he didn't want his wife to recognise him.2 **I didn't go out because** I didn't want to catch cold.**I didn't go out so that** I wouldn't catch cold.**I didn't go out to avoid** catching cold.**I didn't go out in case** I caught/should catch cold.3 **I'd better wait because** it's possible he'll come back.**I'd better wait in case** he comes back.4 **I daren't make a noise because** John might hear me.**I daren't make a noise for fear** (that) John might/should hear me.

- 4 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.
- They tied the dog up for fear it might escape.
case
The escaped.
 - We didn't phone you in case we woke you up.
so
We didn't you up.
 - She opened the door quietly because she didn't want to wake the baby.
to
She the baby.
 - He did the exercise carefully because he didn't want to have to do it again.
as
He did to redo it.
 - They were reluctant to announce the news because they didn't want to worry the public.
fear
They were reluctant to announce the public.
 - He hid the package in case his mother found it.
from
He hid the package it.
 - He turned down the music for fear of upsetting the neighbours.
would
So he turned down the music.
 - She carried an umbrella so she wouldn't get wet.
getting
She carried an umbrella wet.

CLAUSES OF RESULT

Clauses of Result are introduced with **such (a) ... that, so ... that, so as to, (and) so**, and are used as follows:

He opened the window **so as to** let in some fresh air.

They missed the last train, **(and) so** they had to walk home.

such a(n) + adjective + singular countable noun

It was **such a thrilling novel that** I couldn't put it down.

such + adjective + uncountable or plural noun

He played **such moving music that** many people in the audience felt close to tears.

such + a lot of + noun

There was **such a lot of noise that** the children couldn't hear what the teacher was saying.

so + adjective/adverb

We were **so pleased with their present that** we rang them immediately.

so + much/many/little/few + noun

We had **so little time that** we didn't manage to visit all our friends.

so + adjective + a(n) + singular noun (not usual)

So beautiful a girl was she that the prince fell in love with her at first sight.

Note: **Clauses of Result** follow the rule of the sequence of tenses.

He **is** so tall that he **can reach** the top shelf.

She **was** such a good actress that everyone **admired** her.

STRUCTURAL CONVERSION

- 1 *The trousers were so tight that he couldn't put them on.*
The trousers were too tight for him to put on.
So tight were the trousers that he couldn't put them on.
- 2 *The snow was so deep that they couldn't leave the house.*
It was such deep snow that they couldn't leave the house.
So deep was the snow that they couldn't leave the house.
- 3 *The exercise was so hard that I couldn't do it.*
It was such a hard exercise that I couldn't do it.
The exercise was too hard for me to do.
- 4 *It was such an expensive dress that I couldn't buy it.*
The dress was too expensive for me to buy.
The dress wasn't cheap enough for me to buy.
- 5 *He was so tired that he couldn't work any more.*
He was too tired to work any more.
So tired was he that he couldn't work any more.
- 6 *His fear was such that he almost fainted.*
Such was his fear that he almost fainted.
He was so afraid that he almost fainted.
- 7 *There was so much dirt in the room that she couldn't clean it.*
The room was so dirty that she couldn't clean it.
So dirty was the room that she couldn't clean it.
It was such a dirty room that she couldn't clean it.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 The day was so beautiful that we went for a walk.
such
 It we went for a walk.
- 2 It was such an impressive painting that I had an irresistible urge to buy it.
so
 It I had an irresistible urge to buy it.
- 3 He ate so many chocolates that he felt sick.
lot
 He he felt sick.
- 4 The weather was so nice that we were able to sit outside.
pleasant
 It we were able to sit outside.
- 5 It was such a beautiful cake that she didn't want to cut it.
reluctant
 The to cut it.
- 6 She considered climbing the stairs, but decided she was too tired.
exhausted
 She not to climb the stairs.
- 7 Is the science of genetics advanced enough to artificially produce endangered species?
clone
 Is the science of genetics so?
- 8 The house is considered to be too small for the family to live in.
expected
 The family a small house.
- 9 Her dog was too badly behaved for her to control.
disobedient
 Her dog couldn't control him.
- 10 The water was too shallow for us to swim in.
enough
 The water to swim in.
- 11 He was too lazy to answer the door.
bothered
 He the door.
- 12 David was so enthusiastic about the proposal that he accepted immediately.
was
 Such that he accepted immediately.

CLAUSES OF CONCESSION

Clauses of Concession are introduced with: **as, although, though, even though, even so, even if, while, whereas, much as***,

in spite of, despite, nevertheless, but, however, yet, still, for all.

* used with verbs such as (dis)like, admire, enjoy, etc

Clauses of Concession follow the rule of the sequence of tenses.

Much as I like her, I disapprove of her teaching methods.

Sensible as/though he usually is, he has acted foolishly in this case.

Even though he studied, he failed his tests.

- **in spite of/despite + noun/gerund/the fact that + clause**

In spite of/Despite her ill health, she still takes care of the house and children.

In spite of/Despite being ill, she went to work.

- **however/no matter how + adjective/adverb + subject + may + verb**

No matter how hard I try, I can never solve crosswords.

However hard he may try, he won't succeed.

- **whatever/no matter what + clause**

No matter what the time is, ring me when you arrive at the station.

- **even if + should + infinitive (unlikely to happen)**

Even if it should rain, I'm still going swimming.

- **adjective/adverb + though + subject + (may) verb**

Rich though he is/may be, he is not happy.

Late though he stayed, he didn't finish the work.

- **adjective/adverb + as + subject + verb**

Tall as he is, he couldn't reach the branch of the tree.

Fast as he ran, he didn't catch the bus.

- **infinitive form + as + subject + may/might**

Try as you may/might, you won't solve the riddle.

- **for all + noun**

For all their poverty, they managed to live happily.

6 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1** Even if she comes late, ring me when she arrives.
how

Give me a ring when she
..... late she is.

- 2** Talented though he is, he can't find a job.

fact
He can't
..... he's talented.

- 3** In spite of the train strike, she still managed to get to work on time.

succeeded
She
..... there was a train strike.

- 4** Whatever you say in protest, you can do nothing to change the situation.

much
You cannot
..... you protest.

- 5** Although it's cold at night, it's warm in the daytime.
nights

Cold
..... the days are warm.

- 6** Even though she has rich parents, she has little money herself.

having
She has
..... parents.

- 7** Despite the fact that he's never been to China, he loves Chinese food.

even
He loves
..... never been to China.

CONVERSATIONAL GRAMMAR**7 Choose the correct item.**

- 0 "Has Bob passed his exams?"
 "Even he studied hard, he didn't make it."
A although **C** no matter
B though **D** despite
- 1 "The project was a failure the huge sums spent on it."
 "I call it a terrible waste of tax-payers' money."
A however **C** though
B yet **D** in spite of
- 2 "..... I dislike Winston, I have to admit that he came up with some brilliant suggestions at the management meeting."
 "That's true. I particularly liked his introduction to the 'Research & Development' project."
A Much as **C** However
B No matter **D** For all
- 3 "Cathy looked rather plump in that new dress."
 "Yes, being on a diet for weeks, she's hardly lost any weight."
A in spite **C** though
B despite **D** while

- 4 "I'm astounded by your grandmother's energy and enthusiasm for life."
 "Yes. She's still very active, she is in her eighties."
A even though **C** whereas
B while **D** even so
- 5 "It was such a bargain; I wish it hadn't fallen to bits."
 "It was a waste of money, cheap it was!"
A yet **C** however
B still **D** but
- 6 "Have you heard, Nick has just been awarded his PhD?"
 "Yes, but intelligent he is, he has no basic common sense."
A although **C** however
B while **D** though

STRUCTURAL CONVERSION

- 1 *She wasn't fat; nevertheless, she went on a diet. She went on a diet. She wasn't fat, though. Even though she wasn't fat, she went on a diet. Although she wasn't fat, she went on a diet. In spite of not being fat, she went on a diet.*
- 2 *Despite the fact that he was afraid, he climbed the mountain. He was afraid. He climbed the mountain, though. Even though he was afraid, he climbed the mountain. In spite of (his) being afraid, he climbed the mountain. Although he was afraid, he climbed the mountain.*
- 3 *Although he spoke loudly, he could not make himself heard. Loudly as/though he spoke, he could not make himself heard.*
- 4 *Apart from Paul, we all have cars. We all have cars, with the exception of Paul. We all have cars except (for) Paul.*

- 5 *Although she is talented, she is too shy to perform in public. Even though she is talented, she is too shy to perform in public. In spite of her talent, she is too shy to perform in public. She is talented. She is too shy to perform in public, though. She is talented, though too shy to perform in public.*
- 6 *Whatever they do, they do it well. No matter what they do, they do it well.*
- 7 *No matter how carefully you do it, it's bound to be difficult. However carefully you do it, it's bound to be difficult. It's bound to be difficult, however carefully you do it.*
- 8 *The film was awful but we went on watching it. Despite the film being awful, we went on watching it.*
- 9 *Although it seemed to be harmless, the dog was in fact dangerous. Although it seemed to be harmless, on the contrary, the dog was dangerous.*

- 8 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.**
- Although we warned her of the potential danger, she swam there anyway.
determined
She
..... the fact that we'd warned her not to.
 - In spite of his being wealthy, he's terribly mean.
renowned
Rich
..... for his generosity.
 - No matter what he says, he intends to retire early.
say
Whatever
..... retiring early.
 - However you speak to her, she always takes offence.
matter
She
..... you speak to her.
 - Apart from geography, she enjoys all her lessons.
with
She enjoys all her lessons,
..... geography.
 - She isn't experienced; nevertheless, she was hired by a multi-national company.
for
She was hired by a multi-national company,
..... experience.
 - No matter how attractive a salary you offer him, he won't accept the job.
down
He'll
..... him a really attractive salary.
 - Slow as he is, he ran the race faster than I did.
before
He finished the race
..... he's slow.
 - Despite the fact that she practises regularly, she doesn't play tennis well.
competent
She
..... she practises regularly.
 - They are not wealthy; nevertheless, they seem to spend a lot of money.
off
They aren't
..... that they seem to spend a lot of money.
 - However hard she tries, she'll never get an answer out of him.
how
She'll never get
..... she tries.

EXCLAMATIONS

An exclamation is a type of sentence used to express the speaker's feeling or attitude. Exclamations are not subordinate clauses. We do not alter the order of subject and verb. They are introduced with **what** and **how** as follows:

What + (a/an) (adjective) + noun

What an interesting lecture!

What awful furniture!

How + adjective/adverb/verb

How beautiful she is!

How slowly he walks!

How I loved him!

Exclamatory sentences can also be expressed:

- with **such + a/an + adjective + noun** or **so + adjective / adverb**.
She is such a beautiful girl!
She is so beautiful!
- with an **interrogative - negative** form at the beginning of the sentence.
Isn't she sweet!
Doesn't he eat a lot!
- by beginning the sentence with an **adverb** or an **adverbial particle** (away, up, out, etc) followed by a **verb of movement + noun, or pronoun + verb of movement**.
Off went the boys!
Out they went!

CONVERSATIONAL GRAMMAR

9 Choose the correct item.

- 0 "Did you see Sharon's place?"
"..... untidy that flat was!"
(A) How C How an
B What an D What
- 1 "I fell asleep during the economics lecture!"
"..... boring presentation!"
A Was it C Such
B What a D How
- 2 "I really like Gerald."
"..... friendly smile he has!"
A How a C What
B How D What a
- 3 "I feel sorry for Patricia and John."
"..... they have a rough time!"
A Can't C Didn't
B Aren't D Wouldn't
- 4 "We've just been to see 'Dracula'."
"..... it a scary movie!"
A Was C What
B Wasn't D How
- 5 "Harriet is always so considerate."
"..... she a kind person!"
A Isn't C How is
B Such is D Doesn't
- 6 "What do you think of your new English teacher?"
"She speaks fast!"
A such C how
B so D what
- 7 "Have you seen my grandmother's hand-embroidered quilt?"
"..... meticulous piece of work!"
A How C Such
B What a D So a
- 8 "Are you going to take the new job?"
"Oh, yes. It is exciting opportunity!"
A so C such
B so an D such an
- 9 "Robert concluded by pointing out that we cannot increase productivity with this poor machinery."
"..... an apt remark!"
A How C Wasn't it
B So D Was it
- 10 "..... terrible weather!"
"Oh, yes. It hasn't stopped raining since morning".
A What C Was it
B How a D How

CLAUSES OF REASON

Clauses of Reason are introduced with **as**, **since**, **because**, **for**, and follow the rule of the sequence of tenses.

Since she **hasn't got** any money, she **can't go** shopping.

He **failed** his test **because** he wasn't well prepared.

Because and **for** can both be used to introduce a clause of reason. However, **for** can't be used at the beginning of a sentence, or as an answer to a **why**-question. If used, there is always a comma before it in written speech, or a pause in oral speech.

Because I didn't know how, I didn't do it.

I didn't do it **because** I didn't know how.

I didn't do it, **for** I didn't know how.

ALSO: because of + noun/gerund = owing to/due to + noun

Because of/Due to the rain, the match was cancelled.

- We can also use the preposition **in view of** or a finite clause (a clause based on a verb tense) after **in view of the fact that**.

*The scheme was abandoned **in view of the fact that** it was proving unpopular.*

- **Out of + noun** can also express a motive for an action.

*I had a look just **out of** curiosity.*

- A **participle clause** (with a present or perfect participle) can also express reason.

*Lots of fans were waiting at the airport, **hoping** to see Hugh Jackman arrive. (= because they were hoping to see him arrive)*

***Having lost** my I.D., I have to apply for a new one. (= because I have lost my I.D.)*

- **Considering/Seeing that** can introduce clauses of reason.

***Considering (that)** she's sixty, Margaret is remarkably fit.*

STRUCTURAL CONVERSION

- 1 "I'm sorry I didn't buy you a birthday present," he said.

*He **apologised for** not buying/having bought me a birthday present.*

*He **said he was sorry for** not buying/having bought me a birthday present.*

- 2 What reason did he give for acting that way?

*What **reason** did he **give** for his actions?*

*Did he **give** any reason why he acted that way?*

*Was **there** any reason given why he acted that way?*

- 3 They thought it was going to be hot, so they went to the beach.

*They **went** to the beach because they thought it was going to be hot.*

*If they **hadn't** thought it was going to be hot, they **wouldn't** have gone to the beach.*

- 4 Being unable to fix the tap, I was forced to call a plumber.

*As I **didn't** know how to fix the tap, I was forced to call a plumber.*

***Not being** able to fix the tap, I was forced to call a plumber.*

*I **was** forced to call a plumber because I **couldn't** fix the tap.*

- 5 Didn't he say why he hadn't turned up at the meeting?

***Didn't he** give any reason for not turning up at the meeting?*

***Didn't he** give any reason why he hadn't turned up at the meeting?*

- 6 He's ill so he won't be coming to the party.

*He **won't** be coming to the party because he's ill.*

CONVERSATIONAL GRAMMAR

10 Choose the correct item.

- 1 "Why was Danny given a month off?"

"I think it's he's worked so hard lately."

- A due to the fact that C seeing that
B because of D owing to

- 2 "Should I take the dog for a walk?"

"..... it's raining right now, wait until it stops."

- A Because of C Due to
B Seeing that D Owing to

- 3 "You didn't come to the football match last night."

"..... I had so much homework to do, I didn't have a choice."

- A For C Due to
B Owing to D As

- 4 "Is Dennis buying a house?"

"Yes, he's earning more money now, he can afford one."

- A For C Since
B Due to D Because of

- 5 "Why aren't you going away for your holidays?"

"..... my daughter's wedding in September, we've many expenses coming up."

- A Because of C Seeing that
B Because D For

- 6 "Were the necessary contracts signed yesterday?"

"No, one member of the board was absent."

- A due to C because
B because of D owing to

11 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 "I'm sorry that I didn't phone yesterday", said Gary.
for
Gary the previous day.
- 2 Did he explain why he looked so miserable?
reason
Did he so miserable?
- 3 If it hadn't been for Mr Copley's efforts, the campaign wouldn't be so successful.
due
The success Mr Copley's efforts.

- 4 We were forced to go by bus because we didn't have enough money for a taxi.
afford
Not, we had to go by bus.
- 5 If they hadn't trusted him, they wouldn't have followed his advice.
took
They him.
- 6 Sandra quit her job because she found the work very dull.
uninspiring
Sandra found she left her job.

CLAUSES OF PLACE

Clauses of Place are introduced with **where**, **wherever**, **as far as**, **as high as**, **as low as**, **as near as**, etc as follows:

where wherever as high as as low as as far as as near as	+ present tense/may	present/future reference	No matter where I go, I always bump into someone I know.
	+ past tense/might	past reference	The dog went wherever I went/did.

Note: Simple Future is not normally used in clauses of place. He'll go **wherever** I go.

CONVERSATIONAL GRAMMAR

12 Choose the correct item.

- 1 "I hear little Isabella is walking now."
"Well, she can walk that chair before falling."
A where C wherever
B as far as D as high as
- 2 "Are you going away for Christmas?"
"Yes, I'll be going to Hull, which is my family lives."
A wherever C as near as
B as far as D where
- 3 "Does Joanna walk to work?"
"No. it is, she always takes the car."
A Where C As near as
B Wherever D As far as
- 4 "Does Peter enjoy going away on business?"
"He does; he goes, he always manages to enjoy himself."
A as far as C where
B as near as D wherever

13b English in Use

13 Read the text below and think of the word which best fits each space. Use only one word in each space.

CHARACTER

Are you a generalist or a specialist? Are you interested in **0** *such* a wide range of things that you find it impossible to choose just one and, if you do, soon feel dissatisfied and like you're missing out on something? Or have you always known exactly what it is you want to do and love focusing deeply and single-mindedly on one thing? According to life coach Barbara Sher, we all **1** into one of these two categories. 'Specialists are perfectionists,' Sher says. 'They want to see projects **2** to the end and aim to achieve mastery. Specialists will often stick to one profession for life. Generalists, on the other **3**, are people who embrace everything that excites and inspires them, **4** to abandon those interests when something even more interesting attracts their attention.'

Generalists often get a lot of grief from family, colleagues and friends (and indeed society in **5**), for never finishing what they start. But Sher believes this isn't very accurate. 'Generalists do finish things; it's just that they do so **6** their own terms', Sher says. 'Generalists abandon activities when they feel they've got what they need from them. They are attracted to the initial learning curve of a project but once they've grasped the concepts, they get bored and want to move on to something else'. In other words, generalists tend to **7** less ambitious than specialists because they don't fear failure. What generalists fear more than anything is boredom. Specialists, however, love **8** more than immersing themselves and repeating the same experience over and over again, improving each time. So is it better to be a generalist or a specialist? Neither, says Sher. Clearly, there are benefits to both.

PHRASAL VERBS 1

take aback:	surprise
take after:	look/be like a relative
take against:	dislike sb
take away:	remove
take back:	withdraw a statement or comment
take down:	1) write down 2) remove sth from a high place
take sb for:	mistake sb/sth for sb/sth else
take in:	1) deceive 2) allow sb to stay in one's home 3) understand 4) make clothes smaller
take up:	1) begin a hobby, sport etc 2) occupy space

14 Fill in the correct preposition or adverb.

- 0 She takes *after* her father: she has the same gestures and mannerisms.
- 1 His lecture was so complicated that I only took a few words of what he said.
- 2 These magazines must be read in the library. You can't take them

- 3 The secretary took the list of titles as her boss read them out.
- 4 We were so taken by his decision to resign that we didn't know what to say.
- 5 I'll never forgive you if you don't take what you said about me.
- 6 Since his retirement, he has taken painting to fill up some of his spare time.
- 7 She seems to have taken me, as if I have offended her somehow.
- 8 Nobody was taken by his story, although it seemed convincing at first.
- 9 You have to take these curtains. They look very dirty.
- 10 If you take this skirt a little, it should fit you perfectly. It's too big for you now.
- 11 She is always being taken Elizabeth Taylor, even though she doesn't look that much like her.
- 12 When they discovered that the child was an orphan, they offered to take him
- 13 That desk is so big that it takes most of his office.

PHRASAL VERBS 2

take off:	1) remove (clothing) 2) leave the ground (of aeroplanes etc) 3) imitate sb in a comic way 4) begin to succeed (of plans, ideas, etc)
take on:	1) undertake sth 2) employ staff 3) accept sb as an opponent
take out:	1) extract, remove 2) accompany sb to a theatre, etc
take over:	take control of sth, esp in place of sb else
take to:	1) find agreeable/like 2) begin a habit 3) escape to/hide in
take up with:	become involved in (usu derog)

IDIOMS/FIXED PHRASES 1

go back on one's word:	not fulfil a promise (opp. keep one's word)
have words with sb:	have an argument
make one's day:	make sb very happy
in deep water:	in trouble/difficulty
an old wives' tale:	false belief (usu about health)
have/keep one's wits about one:	be alert and able to deal with difficulties
the year dot:	a long time ago
be born yesterday:	be easily deceived/naive
not have it both ways:	refuse to make a decision between two pleasant things (usu in expression "You can't have it both ways!")

15 Fill in the correct preposition(s) or adverb.

- She took the cover **off** the sofa and had it cleaned.
- The amateur boxer was apprehensive about taking such an experienced fighter.
- I don't think he'll take the new project unless we offer him more money.
- He has taken drinking cocoa at night to help him sleep.
- You'd better take this paragraph as it weakens your argument.
- Their plane was due to take at 10 pm but it was delayed because of fog.
- He's such an aggressive person that nobody really takes him.
- Their daughter has taken a group of friends who have no intention of ever finding work.
- Mark was sent home from school because he was seen taking the headmaster.
- Mr Johnson's son is going to take as chairman of the board.
- After a slow start, their new line of cosmetics has begun to take
- They've decided to take at least twenty new salespeople this year.
- The rebels took the mountains after their leader had been captured.
- He promised to take me for dinner on Friday evening.

16 Fill in the correct idiom/fixed phrase.

- She when she saw the fire in the kitchen; instead of panicking, she went out and phoned the fire brigade.
- She is forever making promises and then
- Unless you can explain where you got the money, I'm afraid you'll find yourself
- You can't - either take the well-paid job or keep the job you enjoy doing.
- I don't believe you're a millionaire. I, you know.
- I think the idea that you can cure colds by eating onions is just
- My mother the cleaner today as she is always breaking the crockery.
- She when she accepted his proposal; it was the happiest day of his life.
- It looks as if this house hasn't been decorated since It will have to be done up completely before we move in.

IDIOMS/FIXED PHRASES 2 **(COLOUR IDIOMS)**

the black sheep of the family:	a disgraced family member
red herring:	sth which distracts you from sth important
green belt:	the area on the outskirts of the town adjoining the country
the pot calling the kettle black:	accusing sb of a fault one has oneself
in the red:	owe money to a bank (opp: in the black)
see red:	suddenly become angry
see/look at sth through rose-coloured spectacles:	see sth from an unrealistically positive point of view
have a yellow streak:	be a coward
pitch black:	very dark
have green fingers:	be good at gardening
until one is blue in the face:	as hard/long as one possibly can (usu without success)
black tie:	formal clothing
be green with envy:	be very jealous
green (item/issue):	concerned with ecology

17 Fill in the correct idiom/fixed phrases.

- She was when she saw Jim's new sportscar.
- When he opened his bank statement, he saw he was to the tune of £5,000.
- The plot of the novel contained so many that I couldn't guess how the story would end.
- Being he was cut out of his uncle's will.
- It was as I walked home under a moonless sky.
- You can ask but I still won't let you borrow the car.
- Ecologists want to protect the of the town from being developed.

- Ruth wanted to help protect the environment so she insisted on buying household cleaning products.
- Brian wore his dinner jacket to the reception as it was a occasion.
- It was a case of when Jack said I was lazy.
- The boys accused him of having because he wouldn't enter the derelict house.
- Tom must have as his tomatoes always win first prize in the agricultural show.
- Stephanie when her manager falsely accused her of being unpunctual.
- Optimists have a tendency to rather than being realistic.

PREPOSITIONS

- 18 Look at Appendix 5 and fill in the blanks with the correct preposition.**
- I'm very wary riding that horse; it's been known to shy at traffic.
 - The little boy winced the thought of going to the dentist.
 - She yearns a relaxing holiday in the sun.
 - You won't solve your problems by wallowing self-pity.
 - The student wrestled the difficult mathematics problem.
 - Wind and rain have whittled away the old stone wall for the past three centuries.
 - Ray winked us to show that he wasn't being serious.
 - After six months in the countryside, Alan has a yen the bright lights of the city.
 - The woman yelled the boys when they ran through her garden.
 - She tried not to yield temptation and have another piece of cake.

19 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 1 The spy had little choice the matter but to destroy the microfilm.
- 2 There's no point crying things you can't change.
- 3 We had to choose a hotel in Rome and a villa in Tuscany for our last holiday.
- 4 The restaurant menu offered a choice trout, beef or chicken.
- 5 Membership of the society has decreased number since last year.
- 6 The national debt has been decreased £10 billion this year.
- 7 Do you mean you still haven't decided your holiday yet?
- 8 She can't decide what style of wedding dress to buy.
- 9 If you clean the hall, we'll deal the kitchen together.
- 10 My uncle deals antique furniture.
- 11 The baby was crying its milk.

20 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 1 He was dismissed because he was inefficient.
lost
He inefficiency.
- 2 Jerry feels his colleagues despise him for not having a degree.
look
Jerry for not having a degree.
- 3 Only Martha survived the crash.
sole
Martha crash.
- 4 If you give in to them, you'll be sorry.
stand
If you'll be sorry.

- 5 Jack's teacher says he's particularly good at languages.

flair

Jack's teacher says languages.

- 6 People often make that mistake in the beginning.

common

It in the beginning.

- 7 The majority of their clientele is made up of local people.

comprise

Local people their clientele.

- 8 The politician tried to find people who were willing to back his campaign to help the homeless.

drum

The politician tried to campaign to help the homeless.

- 9 Karen's bad mood is totally unconnected with the matter in hand.

bearing

The Karen's bad mood.

- 10 Further confusion was caused by the loss of the map.

led

The further confusion.

- 11 The custom dates back to mediaeval times.

roots

The mediaeval times.

- 12 It's difficult to imagine his work being improved on by anyone.

bettering

It's difficult to work.

- 13 To this day, no one has equalled his achievements in the field of technology.

unsurpassed

To this day, his in the field of technology.

- 14 Their rivals are still a long way behind.

streets

They rivals.

FIXED PHRASES

be on the safe side:	do sth to prevent the possibility of sth bad happening
not one's scene (inf):	not like/enjoy sth
settle a score:	take revenge
without a shadow of (a) doubt:	without any doubt
talk shop:	talk about work or business
if push comes to shove (inf):	if a situation becomes really bad/difficult
get on the wrong/bad side of sb:	do sth to annoy sb
a sore point with sb:	sth that makes sb angry or embarrassed
spick and span:	clean and tidy
enter into the spirit of sth:	take part in sth with enthusiasm
in the spotlight:	receiving a great deal of public attention
be/get in a state:	be very nervous/upset about sth
in stitches (inf):	unable to stop laughing
in store for one:	about to happen in near future
take sth by storm:	be extremely successful or popular
get into the swing of sth:	get involved/get into the rhythm
in sync (inf):	well-matched/work simultaneously as it should (opp. out of sync badly matched not simultaneous as it should)

21 Complete the sentences using one of fixed phrases in an appropriate form.

- You don't want to of Roy as he makes a formidable opponent.
- After my spring clean, the house was which made all my hard work worthwhile.
- The new musical the town and people were flocking to see it.
- The problem with the printer is that it is with the rest of the system.
- Some celebrities have such a thirst to be continually that they seek out every opportunity for publicity.
- and money is really tight, Lloyd will think about getting a second job.
- Both teachers and pupils things, so the end of year concert was a great success.
- Little did she know what was when she accepted the job.

22 Choose the correct item.

- The audience were in as they watched the latest Ayckbourn comedy.
A stitches C tears
B pleats D shreds
- Don't mention work to Ray, as it's a sore with him at the moment.
A finger C place
B point D thumb
- It's hard to get back into the of things after a long holiday.
A pace C swing
B way D rhythm
- The trouble with socialising with colleagues is that they usually end up talking
A sense C back
B shop D rot
- Take your mobile phone with you just to be on the side.
A sunny C straight
B secure D safe
- The opposition will be elected into government at the next election, without a of a doubt.
A shadow C benefit
B shade D hue
- Noisy parties are really not my
A idea C scene
B liking D preference

WORD USAGE

- 23 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

DISEASES

Skeletal remains can prove 0) *invaluable* in the study of ancient human 1) diseases. For example, leprosy and tuberculosis (TB) are diseases which leave their mark on sufferers in the form of bone 2) By examining the bones of ancient humans, therefore, scientists can date certain diseases. TB, rather than emerging recently, has been plaguing mankind for millennia. Currently, definitive evidence for TB has been found in skeletons that are 9,000 year old. But TB may be a lot older than that. Bone lesions 3) of TB were recently found on 500,000-year-old human remains. Analysis of mummified remains can also give a 4) to many bacterial and viral diseases. The careful and 5) process of mummification carried out in ancient Egypt preserved not only bones, but skin and soft tissues. Scientists, analysing mummies, have found evidence that polio, smallpox, and malaria were present in ancient Egypt. Smallpox is at least 10,000 years old. The mummy of Pharaoh Ramses V showed smallpox skin lesions on the 6) face, neck, and shoulders. Yet another way to date diseases is to use genomic data. DNA testing of samples from mummies and skeletons can 7) identify diseases. Not only that, DNA analysis of ancient human remains may one day lead to the development of more effective treatments for many diseases, as it allows scientists to follow the 8) of the disease, as well as identify the genes that may have helped make people susceptible or resistant to the disease.

VALUE
INFECT
NORMAL

CHARACTER

TIME
METHOD

LOW

CONCLUDE

EVOLVE

COLLOCATIONS

- 24 Collocate the expressions with words from the given list.

• bind • ponder • foresee • appreciate
• assign • shrivel • speculate
• transmit • infer

- 0 *infer* a meaning from sb's statement
1 on a problem
2 the dangers
3 a book
4 a radio message
5 sb to a task
6 on a matter
7 in the heat
8 in value

- 25 Collocate the expressions with words from the given list.

• enunciate • dye • refute • petition
• commend • beseech • applaud • engrave
• despatch • undertake

- 1 sb for help
2 a claim
3 for sb's release
4 to do a job
5 sb very highly
6 a hero
7 a piece of jewellery
8 a document
9 your words carefully
10 your hair

13c Practice Test

26 For questions 1-8, read the text below and decide which answer (A, B, C or D) best fits each gap.

CHEESY FACTS

The origins of cheese making have been lost in the 0) of time, as cheese consumption pre-dates recorded history. Still, there are plenty of facts we do know and some of them, like cheese itself, could 1) your socks off.

The ancient Greeks were the first to turn cheese making into an art 2), using different techniques to create an array of different varieties of cheese. Nowadays, though, most people, if asked 'who in the world produces the greatest variety of cheeses?' would jump to answer - 'the French'. But they'd soon find out that the French, and Italians, are lagging 3) the British, who produce 700 distinctive varieties, while their Gallic cousins across the channel produce only a 4) 400. The French don't even top the record for cheese consumption, as that particular 5) goes to the Greeks, who 6) up more than 27 kilos each a year thanks to their 7) for feta cheese with everything. And, finally, the country that produces the largest amount of cheese is the USA but most of that is 8) cheese classed under the generic name of 'cheddar type' cheese.

- | | | | |
|-------------------|-------------|---------------|----------------|
| 0 A clouds | B haze | C mists | D smog |
| 1 A shoot | B blow | C explode | D pull |
| 2 A style | B kind | C form | D type |
| 3 A behind | B after | C below | D under |
| 4 A few | B scant | C minimal | D short |
| 5 A compliment | B sobriquet | C testimonial | D accolade |
| 6 A bolt | B gobble | C slurp | D chomp |
| 7 A vulnerability | B aptitude | C leaning | D penchant |
| 8 A processed | B fake | C fabricated | D manufactured |

27 Read the text below and think of the word which best fits each space. Use only one word in each space.

ALIENS

If you believe in UFOs, possibly you're 0) in better company than you think. In 2012, as 1) of its 'Chasing UFOs' series, the National Geographic Channel conducted a poll to assess Americans' views 2) the paranormal. The results of the poll showed that more than a third of Americans believe UFOs exist. One in ten are certain they've seen one with their own eyes.

The general public have long been open to the idea that aliens have visited earth. But what about those people who actually look at the night sky 3) a living? Do scientists believe in extraterrestrial life? As astronomer Phil Plait explains, believing intelligent extraterrestrial life exists 4) in the universe is one thing (and most scientists would probably not discount the possibility); believing aliens have visited earth, however, is another thing entirely. As Plait points 5), professional and amateur astronomers spend every night peering up at the sky. Surely, then, if aliens were visiting earth, these are the very people who would be reporting far and 6) the vast majority of the tens of thousands of UFO sightings that are reported every year. Yet they don't. Not one. The reason? Astronomers understand the sky. They know that almost all reported UFO sightings are actually mundane things like airplanes, the planet Venus, satellites, or military flares. The facts are these: there is a good scientific argument for intelligent extraterrestrial life in the universe. In the Milky Way Galaxy 7), there are literally billions of planets. But there is, as 8), absolutely no evidence that intelligent life has visited Earth.

- 28 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

POLONIUM-210

Historically called radium F, the element polonium-210 (Po-210) is a naturally-occurring radioactive element that emits highly 0) *hazardous* alpha particles. Po-210 was discovered in 1898 by Marie and Pierre Curie. It is 1) rare in nature (tiny amounts exist in the soil and in the atmosphere) and it does not 2) present a risk to humans.

HAZARD
EXCEED
CUSTOM

Today, Po-210 is studied in 3) research laboratories where its high radioactivity requires special handling techniques and 4) Po-210 is fantastically toxic but it does not represent a risk to human health, as long as it remains outside the body. Internal 5) is the concern. In order to get into the human body, Po-210 must be ingested or inhaled as it cannot pass through the skin.

NUCLEUS
CAUTION

It has been known since the 1960s that Po-210 is present in tobacco smoke as a 6) Tobacco plants which are fertilised with phosphate fertilisers absorb Po-210 through their roots. Even though direct root 7) of Po-210 by tobacco plants is small, Po-210 is still estimated to cause some 11,700 lung cancer deaths annually worldwide. 8) of Po-210 from the atmosphere on tobacco leaves also results in elevated concentrations of Po-210 in tobacco smoke.

EXPOSE

CONTAMINATE
TAKE

DEPOSIT

- 29 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between three and eight words, including the word given.

- 0 Would you please send me your response as soon as possible?

grateful

I would be grateful if you would send me your response as soon as possible.

- 1 The reason for his resignation is still not known.

caused

We resign.

- 2 This essay shows a slight improvement on the last.

marginally

This essay the last.

- 3 Susie couldn't stop crying when her pet rabbit died.

floods

Susie her pet rabbit died.

- 4 He specifically stressed the need for absolute honesty.

emphasis

He absolute honesty.

- 5 She realised immediately that his story was made up.

through

She story.

- 6 There is a considerable number of choices on offer in this brochure.

array

This choices.

UNIT 14a Grammar: Inversion

Inversion means putting the verb before the subject in a sentence. It is used after certain expressions which are placed first in the sentence in order to give emphasis.

Inversion with auxiliary verb

- **negative, restrictive or emphatic expressions:** Not only, Little, No sooner ... than etc
No sooner had he got into the bath than the phone rang.
- **clauses of result:** Such/So, To such a degree ...
Such a brilliant pianist was he that he carried off all the prizes.
- **inversion in the main clause:** Only after, Only by, Only if, Only when, Not only/till, Not since
Only by keeping a signal-fire burning did she manage to alert her rescuers.
- **conditionals:** Should I ... (Type 1), Were I ... (Type 2), Had I ... (Type 3)
Were you a brighter fellow, you'd have gone along with the scheme.

Inversion without auxiliary verb

- **after adverbs and adverbial expressions**
"There goes Tom!" BUT "There he goes!"
"Up went the balloon!" BUT "Up it went!"
- **after the quoted words of direct speech**
"I've just finished", said Tom. BUT ... he said.

There are adverbs and adverbial expressions with a negative, restrictive or emphatic meaning, which are followed by inversion when placed first in a sentence. The most common adverbs and adverbial expressions with negative, restrictive or emphatic meaning that are followed by inversion are: **Seldom, Rarely, Little, Nowhere, Not even once, In no way, Scarcely ... when, Hardly ... when, Barely ... when, No sooner ... than, Not only ... but (also), On no occasion/account/condition, In/Under no circumstances, Only after, Only in this way, Only by, Only then, Only when, Only if, Not till/until, Never, Never before, Not since, Neither/Nor/So, Well (formal) etc**

"I like chicken". "So do I".

Well did he remember the night the earthquake struck.

On no occasion was the girl allowed to stay out late.

Never had he had such a terrifying experience.

Little did he know what his decision would lead to.

Note

Only after, Only by, Only if, Only when, Not until/till when placed at the beginning of the sentence for emphasis, require the inversion of the subject and the auxiliary verb in the main clause.

Only after all her guests had left did she wash the dishes.

Only by standing on a chair could he reach the shelf.

Not till the last guest had left were we able to relax.

STRUCTURAL CONVERSION

- All** the food had been prepared and the table had been laid as well.
Not only had all the food been prepared but also the table had been laid.
- As soon as** he was promoted, he started behaving arrogantly.
No sooner had he been promoted than he started behaving arrogantly.
Hardly/Scarcely had he been promoted when he started behaving arrogantly.
- He had no idea** that the treasure had been hidden in his garden.
Little did he know that the treasure had been hidden in his garden.
- She danced so much** that she couldn't walk afterwards.
So much did she dance that she couldn't walk afterwards.
- It was such** a nice day that we went on an excursion.
Such a nice day was it that we went on an excursion.
- They finished** painting and then they moved into their new house.
Only after they had finished painting did they move into their new house.
- If I were** you, I would accept his offer.
Were I you, I would accept his offer.
- If I had** been told earlier, I would have reacted differently.
Had I been told earlier, I would have reacted differently.
- If I (should)** change my mind, I'll let you know.
Should I change my mind, I'll let you know.
- She didn't phone me**; she didn't drop me a line either.
She didn't phone me nor did she drop me a line.
She neither phoned me, **nor** did she drop me a line.
- She won't** tell lies for any reason.
On no account will she tell lies.
- The boy ran** away.
Away ran the boy.

CONVERSATIONAL GRAMMAR

1 Choose the correct item.

- "I'm going out now."
"..... you happen to pass a chemist's, would you get me some aspirin?"
A Had C Would
B Did D Should
- "Did you know the Queen was in town yesterday?"
"Yes. I gone shopping, I'd have seen her."
A Were C Had
B Was D Should
- "I can't understand our French teacher's accent."
"....."
A Nor can I C Neither do I
B Nor do I D Neither will I
- "So, how was the film?"
"It was great! you come, you would have enjoyed yourself."
A Should C Were
B Had D Would
- "Jane bought a new dress this morning."
"What a coincidence!"
A So have I C Nor did I
B So did I D Nor have I

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- You must never mention this to him.
circumstances
Under this to him.
- They could only get to the island if they hired a single-engine aircraft.
by
Only get to the island.
- He talks so much that he drives everyone mad.
does
So much everyone mad.
- You must not leave the iron switched on for a long time.
account
On switched on for a long time.
- I hardly ever travelled abroad when I was a student.
travel
Rarely I was a student.

3 Read the text below and think of the word which best fits each space.

COSMETICS

A recent survey found that, **0** *on average*, women slather about a dozen beauty products on their bodies every day (moisturisers, cosmetics and **1** like), and that men are not far **2** applying about six. A quick look at the ingredients of any cosmetic product reveals a string **3** chemicals that most people can barely pronounce, let **4** identify. Industry officials maintain that these chemicals pose an insignificant risk. Consumer advocates, however, disagree. They say that research shows that many of them can cause cancer and neurological issues, among other things. Luckily for those people who wish to steer **5** of chemicals like phthalates or parabens, **6** wealth of other options exist. The 'green' sector of the cosmetics industry is booming. 'Green' beauty products may cost a bit more, but consumers can buy them safe in the **7** that they aren't putting their health at risk. If you want to find out what chemicals to avoid, advocacy groups like the Campaign for Safe Cosmetics maintain an online list of chemicals that should be **8** out of your bathroom cabinet.

PHRASAL VERBS 1

talk about	1) gossip about sb 2) consider
talk at:	speak to sb without listening to their replies
talk back:	reply rudely
talk down to:	speak to sb as if they were less clever or important than oneself
talk sb into:	persuade sb to do sth
talk sb out:	settle a problem by talking
talk sb out of:	persuade sb not to do sth
talk sb round:	persuade sb to agree to sth
tell against:	spoil chances of success
tell apart:	distinguish
tell off:	scold/reprimand
think of:	take sth into account
think out:	prepare (plan) carefully
think over:	reflect upon sth before making a decision
think up:	invent or devise sth

4 Fill in the correct preposition(s) or adverb.

- He was against the plan at first, but they managed to talk him *round*.
- Jane was so determined to become a model that her parents couldn't talk her it.
- Ann was told by her father for coming home late.
- You can't talk me giving you more money. I've given you enough already.
- His lack of a convincing alibi will tell him at the trial.
- Our boss talks us as if we were children.
- He insisted that children who talk ought to be punished.
- If you can't talk your differences with your fiancé, you'd better break up.
- Stop behaving like that or the neighbours will start to talk you.
- The only way one can tell the twins is by their haircuts.
- He keeps talking moving to another city, but I doubt if he will.
- I've never had a real conversation with Peter; he just talks you.
- My parents advised me to think things before accepting the job.
- Racing drivers rarely think the dangers involved in their profession.
- She thought her ideas carefully before putting them down on paper.
- We need to think an exciting advertising campaign for our new product.

PHRASAL VERBS 2

5 Look at Appendix 1 and fill in one of the prepositions or adverbs below, then give a synonym for each phrasal verb.

- away • in • on • out • off
- over • into • to • up • down

- I'd better turn *in* early. I didn't sleep well last night.
- The woman turned the escaped prisoner to the police.
- They want to turn that basement room a play room.
- Hundreds of people turned to welcome the royal family back to London.

- 4 After being offered the post, Simon turned it in his mind carefully before accepting.
- 5 When her business failed, she turned her parents for financial help.
- 6 Although Mark said he'd be there at 8.00, he didn't turn until 10.30.
- 7 Could you turn the light? I can't see well enough to read my book.
- 8 I offered to help him but he turned me
- 9 We were turned at the door of the club for being improperly dressed.
- 10 You ought to turn the heat before the sauce burns.
- 11 That factory turns hundreds of small appliances every day.
- 12 The lorry turned in the middle of the motorway, causing an enormous pile-up.
- 13 He turned to be a liar and a cheat.
- 14 I have a feeling I forgot to turn the cooker before we left.
- 15 Could you please turn the volume a bit? I can't hear it very well.
- 11 I managed to **kill two birds with one stone** by inviting the boss to dinner; I made a good impression and got some useful information.
- 12 You've been working on this essay for hours and you haven't even written the introduction; **you're getting nowhere fast**.
- 13 Sharon's budget is really tight; I don't know how she'll manage to **pay her way**.
- 14 It's **raining cats and dogs**; we'll have to cancel the fête.
- 15 After working in a factory for years, Ted decided to better himself and get a **white-collar job**.
- 16 The man broke a vase and knocked over two chairs; he was **like a bull in a china shop**.
- 17 Kate has been **as busy as a bee/a busy bee** getting everything ready for tonight's party.
- 18 He was so tired of **the rat race** that he gave up his job in the city and moved to an island.
- 19 I accidentally **let the cat out of the bag** when I mentioned that I'd seen Jim and Mandy together.

IDIOMS/FIXED PHRASES 1

- 6 Look at Appendix 2 and explain the following idioms in bold.
- 1 Any mention of bankers to Tony is like **a red rag to a bull**.
- 2 The politician **put the cat among the pigeons** by revealing details of the national scandal.
- 3 Those two have **fought like cat and dog** since the day they got married.
- 4 You can ask me **until the cows come home** but I'll never agree to your proposal.
- 5 Even though Betty was sixty years old, she dressed like a teenager. She looked like **mutton dressed as lamb**.
- 6 London to Birmingham is about 102 miles **as the crow flies**.
- 7 I can't believe that Jane doesn't like your car; that's just **sour grapes** because she doesn't have one.
- 8 Susan can't resist chocolate; she's got **a sweet tooth**.
- 9 Something must have made John really angry; he's been **like a bear with a sore head** all day.
- 10 We don't need any more furniture – there's **no room to swing a cat** in here as it is!
- 7 Look at Appendix 2 and explain the following idioms in bold.
- 1 Some people think this country has been **going to the dogs** since the 1990s.
- 2 The old man felt like **a fish out of water** at the party.
- 3 Seeing life as a case of **dog eat dog**, he treated people ruthlessly for his own benefit.
- 4 Ronald was so thick-skinned that all his boss's criticisms were **like water off a duck's back**.
- 5 I'm not lending him any more books; they always come back **dog-eared**.
- 6 The hairdresser made such **a dog's dinner** of my hair that I had to have it done again.
- 7 What you're talking about is **a different kettle of fish**; let's keep to the point.
- 8 If I don't remember her birthday, I'll **be in the doghouse**.
- 9 Our business rivals **cooked our goose** by making a higher bid for the company.
- 10 Steve was fed up with doing **the donkey work** while his colleagues were given interesting jobs.
- 11 It would be fascinating to be **a fly on the wall** when the managers have their meeting to discuss the annual pay rise.

- 12 Richard could **talk the hind legs off a donkey** with stories of his school days.
- 13 The inability to make a decision is David's **Achilles heel**.
- 14 My nephew was brought up near the sea and could **swim like a fish** from the age of four.
- 15 I'm so tired of Chris's persistent lies that I am **washing my hands of him**.
- 16 Being in the army was a real **dog's life**; up at 6am every day, no money and little leave.

PREPOSITIONS

- 8 Look at Appendix 5 and fill in the blanks with the correct preposition, then make sentences using them.

- 0 to have no intention *of* helping sb
- 1 to fail an attempt
- 2 to bestow gifts someone
- 3 to result an accident
- 4 a visitor the city
- 5 to sigh relief
- 6 a sequel a film
- 7 to stay good
- 8 fruits season
- 9 to resign your job
- 10 the matter hand
- 11 death drowning
- 12 to struggle your rights
- 13 to feature the cinema
- 14 to have a talent acting
- 15 entry the EU
- 16 to keep sth secret a friend
- 17 to take a shot the enemy
- 18 to buy sth a discount
- 19 bags shopping
- 20 to be satisfied the results
- 21 a choice dishes
- 22 to trip a stone
- 23 a doctor profession
- 24 freedom speech
- 25 to be valid five years
- 26 to fall in love first sight
- 27 the bearer good news
- 28 a decline standards
- 29 a bus crowded tourists
- 30 the bottom the sea

- 31 to admit a fault
- 32 to be full life
- 33 to be trouble with the law
- 34 to live the suburbs
- 35 on top the world
- 36 to fall despair
- 37 a series disasters
- 38 to dance the dance floor
- 39 to sing the top of one's voice
- 40 to have your heart your mouth
- 41 to live the outskirts
- 42 to stand president

- 9 Look at Appendix 5 and fill in the blanks with the correct preposition.

- 0 Having always been good *at* Maths, he decided to study it at university.
- 1 He doesn't seem to be very happy his new job; he always looks rather worried and depressed these days.
- 2 As she handed over the gift, she said that she hoped we would be very happy our new home.
- 3 It will be good Thomas to have a strict teacher; he's never had any discipline at home.
- 4 The dispute occurred because the manager is so hopeless people; he has absolutely no idea of how to handle his workforce.
- 5 We've just heard his unexpected promotion.
- 6 Nervous about facing an interview panel, she hesitated the door and took a deep breath before entering the room.
- 7 A strong draught blew into the room through the gap the door.
- 8 Ruth was a genius Maths and was awarded a scholarship to Cambridge when she was only fourteen years old.
- 9 He's a genius a pencil and can capture a likeness in a few deft strokes.
- 10 His new stereo system was expensive but it's guaranteed fifteen years so it was worthwhile paying more.
- 11 My friend is worried because she hasn't heard her sister for days.
- 12 She has a real genius languages and has already mastered the rudiments of Greek!

- 13 There is a popular superstition which says that anyone who has a gap their two front teeth will be lucky throughout their life.
- 14 She hesitated taking any action, hoping that there was no real cause for alarm.
- 15 I can't honestly say that I'm happy your decision to emigrate to France.
- 16 She's very good animals and takes food out to the stray dogs in the street every morning.
- 17 The new watch from Seiko is guaranteed any type of breakage, including water damage and accident.
- 10 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.
- 1 She is well known for her vast knowledge of Renaissance painting.
authority
She Renaissance painting.
- 2 I don't think I'll ever be able to buy my own house.
despair
I my own house.
- 3 The members of the government have failed to agree on the new budget.
reached
The members on the new budget.
- 4 We liked the new teacher right away.
took
We right away.
- 5 The novel didn't come up to my expectations.
short
The novel expectations.
- 6 Zoe always makes spontaneous decisions concerning her travel plans.
acts
Zoe always her travel plans.
- 7 Jim knew he would have to go on the business trip at a moment's notice.
poised
Jim the business trip at a moment's notice.
- 8 His latest theory is in complete opposition to mainstream thinking.
flies
His latest theory mainstream thinking.
- 9 His interpretation of the novel was far too complex for me to grasp, I'm afraid.
head
His interpretation of the novel I'm afraid.
- 10 Julie always listens to my complaints about work.
ear
Julie always my complaints about work.
- 11 I wish you would come straight to the point if you have something to say.
beat
I wish if you have something to say.
- 12 Thankfully, she wasn't hurt at all in the accident.
emerged
Thankfully, she accident.
- 13 The waiters in the new restaurant were very inefficient.
shoddy
We received in the new restaurant.
- 14 My grandmother is extremely proud that she can remember all her grandchildren's birthdays.
prides
My grandmother all her grandchildren's birthdays.
- 15 I couldn't face telling her what I'd heard.
bring
I couldn't what I'd heard.
- 16 She lost all self-control when she found out what he'd done.
contain
She what he'd done.

FIXED PHRASES

turn tail:	turn and run away
in tandem with:	together with, simultaneously
go off at a tangent:	suddenly change subject or course of action
be on target:	make good progress
in bad/poor taste:	offensive/insulting
not be sb's cup of tea:	not be sth one likes
get one's teeth into sth:	throw oneself into sth because it is interesting and makes you use a lot of physical or mental effort
put sth to the test:	gauge how effective sth is by putting it into practice
thick and fast:	happening quickly in large numbers
under one's thumb:	under sb's control
toe the line:	obey the rules
keep sb on their toes:	make/keep sb alert
lower the tone of sth:	make a place or event seem less respectable
tongue in cheek:	not serious, for fun
down tools:	stop working
be on top of the world:	be happy
(sth) gets on top of sb:	sth depresses sb/is too much to cope with
travel light:	travel without much luggage
tread water:	be in a position where no progress is being made
a trifle:	slightly/of little importance

11 Complete the sentences using one of the phrases in an appropriate form.

- Geoffrey's remark about certain members of the department were thought to be by everybody present.
- The secretary had allowed the backlog of paperwork her.

- When I go on holiday I prefer to with just one small suitcase.
- Opening your own business may be preferable to as an accounts employee for years on end.
- The boss likes to everyone by carrying out regular spot checks.
- Roger his survival skills when he went mountaineering.
- Seeing the police officer, the criminal and fled in the direction of the railway station.
- The mark for your composition was lower than you had expected because you instead of keeping to the point.

12 Choose the correct item.

- The headmaster at my last school was a disciplinarian and made sure we the line.
A drew C touched
B faced D toed
- You never know whether to take Vic seriously or whether his remarks are tongue in
A cheek C tooth
B mouth D face
- Applications for the course are coming in thick and
A thin C fast
B quick D skin
- Mike the tone of the formal dinner by appearing in a pair of ripped jeans and an old T-shirt.
A set C degraded
B lowered D put
- The exercise routine works in with the diet.
A tandem C hand
B league D co-operation
- We are on for a significant increase in production this year.
A form C line
B route D target

- 7 Martin just loves to his teeth into a really challenging crossword.

A grind C get
B put D bite

- 8 The pudding was a too sweet for my liking.

A hint C trifle
B drop D tinge

- 9 Bungee jumping is not my of tea.

A mug C glass
B pot D cup

- 10 The labourers decided to down in support of their sacked workmate.

A equipment C apparatus
B tools D instruments

- 11 Jenny was so unhappy as she was under her husband's

A finger C skin
B nose D thumb

- 12 Kristina felt on top of the when she won the beauty pageant.

A world C sky
B earth D universe

COLLOCATIONS

13 a) Fill in beat, win.

- 1 your rival
2 a match
3 money
4 a prize
5 the clock
6 a competition
7 all opposition
8 hands down
9 the election

b) Fill in sound, stone, hard.

- 1 advice
2 bargain
3 cold
4 conditions
5 deal
6 dead
7 evidence
8 time
9 worker

WORD USAGE

- 14 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

THE HINDU KUSH

The Hindu Kush is an 800 km-long mountain range of 0) *breathtaking* beauty that stretches between central Afghanistan and northern Pakistan. The origin of the name Hindu Kush is a point of 1) among scholars. Some believe that the name is likely a 2) of the ancient Greek term for this vast mountain range: the 'Caucasus Indicus' (Indian Caucasus). Others consider the name is more probably a 3) of 'Hindu Koh', from the modern Persian word 'Kuh', meaning mountain. Yet another theory is that Hindu Kush means literally 'Kills the Hindu', thus the name may be a 4) to the Indian captives who, centuries ago, perished in the mountains whilst being transported to Central Asian slave markets. Support for this theory comes from the fact that in modern Persian the word 'kush' is derived from the verb 'kushtan', meaning to defeat, kill or subdue. Also, it should be noted that the word 'Hindu' originally referred to any 5) of the Indian subcontinent, or 'Hind', 6) of their religious affiliation. It was only towards the end of the 18th century that European merchants and colonists referred 7) to the followers of some Indian religions as 'Hindus'. Or, perhaps the name simply refers to the last great mountains people had to cross when moving between the Afghan plateau and the Indian subcontinent. Or it is from Hindi-Kash or Hindi-Kesh, the 8) of Hind (i.e. the Indian subcontinent).

BREATH

CONTEND

DERIVE

CORRUPT

MEMORY

HABIT

RESPECT

COLLECT

BOUND

15 Read the text below and decide which answer (A, B, C or D) best fits each gap.

INSPIRED BY NATURE

Mother Nature's wildest children have, over millions of years, 0) some extraordinary abilities. Now mankind is 1) some of these to solve problems that have 2) scientists for years. Tony Brennan was working on ways to stop naval ships gathering sea algae and barnacles when he got an unexpected 3) from one of the deadliest species known to man – sharks. Sharks have a unique property that means sea algae or barnacles can't get a 4) on their skin. That's because their skin consists of a series of teeth-like scales that allow them to glide through the ocean depths without collecting material that might slow them down. Tony wondered whether shark skin couldn't 5) other organisms like the kind of bacteria that causes over 100,000 hospital infections in the USA every year. It 6) that Tony was right and his research led one company, called 7) enough, Sharklet, to produce a coating that keeps light switches, door handles and other frequently used surfaces in hospitals germ-free. However self-satisfied mankind might feel about its inventions and level of technological competence, it should never forget that Mother Nature is a first-class inventor in her own 8)

- | | | | |
|---------------|---------------|--------------|-----------------|
| 0 A enhanced | B nurtured | C cultivated | D advanced |
| 1 A imposing | B exploiting | C applying | D initiating |
| 2 A obscured | B baffled | C stupefied | D disturbed |
| 3 A wisdom | B intuition | C insight | D perception |
| 4 A clasp | B clench | C grip | D grasp |
| 5 A repel | B evade | C shun | D reject |
| 6 A turns out | B shows up | C makes out | D comes up |
| 7 A properly | B accordingly | C correctly | D appropriately |
| 8 A behalf | B right | C merits | D account |

16 Read the text below and think of the word which best fits each space. Use only one word in each space.

SHOPPING ADDICTION

If you shop and spend compulsively, you are not 0) *alone*. An estimated 8-16% of British adults struggle to control their obsession with shopping. The stereotype, which research seems to 1) up, is that more women than men are affected. However, when gadgets, sports equipment and computer accessories/software are 2) into account, compulsive buying is just as prevalent 3) men and just as problematic.

Those who find it easy to control their spending habits tend to view shopping addiction in a humorous light. Sadly, the reality is 4) from comical. Shopping addicts can't say 'no' to the desire for immediate gratification and, as a consequence, they let the rest of their lives fall 5) Many shopaholics get themselves into crippling debt 6) a result of their addiction, and jeopardise key relationships in their lives because they are unable to control their purchasing urges. What, then, drives buying under such circumstances? For many shopaholics, shopping is a means of alleviating negative emotions, such as worry, anxiety, sadness and loneliness. It provides an escape from those feelings if 7) for a short time. For shopaholics, it's usually not even about the acquisition of the item 8) It's purely about the rush - the elevated mood and sense of excitement they get when buying it. By the time they get home, most shopaholics aren't even interested in the item they bought anymore.

- 17 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the space in the same line.

AGEING WORLD

The UN predicts over-60s will outnumber under-15s by 2050. In a 0) *startling* report, titled 'Ageing in the 21st Century: a celebration and a challenge', the UN revealed that the number of people over 60 is set to hit 2 billion by 2050, and the number of 1) is set to rise nearly tenfold to three million. Population ageing is a by-product of the demographic 2) in which both mortality and fertility decline from higher to lower levels. Currently, the total fertility rate is below replacement levels in virtually all industrialised countries.

As life 3) increases across the planet, thanks to welcome advances in healthcare and rising economic 4), it is imperative that countries start preparing now so that they can adequately care for their over-60s in the years to come. The social and economic 5) of population ageing are profound and nations across the world will be affected in 6) ways. For example, there will be major challenges for nations in areas like healthcare and pensions. Developing countries especially need to start preparing as 7) show 80% of the world's elderly will live in less developed regions by 2050. The UN also predicts a very large increase in age-related chronic disease across the world. In a few decades, the loss of health worldwide will actually be greater from 8) or chronic diseases (e.g. cardiovascular disease, cancer, arthritis) than from infectious diseases for the first time in history.

START

CENTURY
TRANSITEXPECT
PROSPER

IMPLY

PRECEDENT

PROJECT

COMMUNICATE

- 18 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 Martin cannot go any higher in his career.
pinnacle

Martin *has reached the pinnacle of* his career.

- 1 My husband will be angry when I tell him.
roof

My husband will
..... when I tell him.

- 2 Julie and Andrew like the same sort of music.
taste

Julie and Andrew
..... music.

- 3 The heir to the family fortune was eventually found to be an impostor.
exposed

The heir to the family fortune was
..... an impostor.

- 4 He claimed my point was not relevant to the proceedings.

dismissed

He
..... to the proceedings.

- 5 He said she was happy and enjoyed her new life.
described

He
..... her new life.

- 6 It's difficult to know if it should be classified as a guest house or a hotel.

categorise

It's difficult to know
..... as a guest house or a hotel.

UNIT 15a Grammar: Conjunctions/Punctuation

CONJUNCTIONS

There are three main ways of putting clauses or sentences together: **co-ordination**, **subordination** and **adverbial links**:

You can co-ordinate or subordinate clauses by using conjunctions.

Conjunctions are used to join clauses to create sentences and show how their meanings are related. There are two types of conjunctions:

- co-ordinating conjunctions**, which join parts of a sentence that are equivalent and
- subordinating conjunctions**, which join a subordinate clause to a main clause.

She put on her coat **and** left. You can leave **if** you want.
 main clause conjunction main clause main clause conjunction subordinate clause

We can use simple co-ordinating, simple and compound subordinating conjunctions (**but/as, even if**) and correlative conjunctions. Correlative conjunctions consist of two linking words separated by one or more words (**both ... and/as/so ... as**).

• Co-ordinating Conjunctions

simple conjunctions	correlative conjunctions	usage
and <i>I like apples and adore apple-pies.</i>	both ... and not only ... but (also) <i>He was both handsome and rich.</i>	addition
but <i>I saw John but I didn't see Sam.</i>	not ... but <i>It's not navy blue but black</i>	contrast
or <i>Are you English or American?</i>	either ... or (else) <i>Either stop talking or (else) leave the room.</i>	alternative(s)
nor <i>I can't help you nor do I wish to help.</i>	neither ... nor <i>He is neither kind nor sympathetic.</i>	negative addition

Note

The comma is optional before a co-ordinating conjunction. However, we never put a comma when part of the first sentence is omitted in the second.

Do you want tea (,) or would you like some coffee? You can **either** have a Coke **or** a lemonade.

• Subordinating Conjunctions

simple and compound conjunctions	correlative conjunctions	usage
as, than, like as if, as though <i>He acts as if he were the boss.</i>	as/so ... as <i>He is as naughty as a monkey.</i>	comparison
(al)though, while, whereas, despite, even if, even though, in spite of, in contrast to, contrary to <i>We're friends even though we've got little in common.</i>	although ... yet/nevertheless <i>He's not running for President, yet/nevertheless he's willing to help in the campaign.</i>	contrast

simple conjunctions	correlative conjunctions	usage
<p>if, unless, given (that), so long as, provided/providing (that), as long as, in case, supposing (that), otherwise (negative condition)</p> <p>We're going on an excursion unless it starts raining.</p>	<p>if ... then</p> <p>If it's sunny, then we'll go swimming.</p>	condition
<p>but, except (for), apart from, despite, in spite of</p> <p>Everyone came except (for) John.</p>		exception
<p>as far as, so far that</p> <p>The land belongs to us as far as the eye can see.</p> <p>We drove so far that we ran out of petrol.</p>		extent
<p>where, wherever</p> <p>Wherever he goes, he causes trouble.</p>		place
<p>rather/sooner than</p> <p>Rather than help, he prefers to hinder.</p>		preference
<p>so as to, so that, in order that, now (that), seeing that, why, for, etc</p> <p>She climbed up on a chair so as to reach the cupboard.</p>	<p>the ... the as ... so</p> <p>The more noise you make, the more annoyed I get.</p> <p>As he got older, so his performance failed.</p>	purpose, proportion
<p>as, because, since, on the grounds of/that, now (that), seeing (that), why, for, etc</p> <p>I don't know why he was late.</p> <p>The knight refused to kill his enemy, for they had been friends.</p>		reason
	<p>so/such ... that</p> <p>It was such a difficult task that nobody managed it.</p>	result
<p>if, whether</p> <p>Terry asked Sue if/whether she could come to the party.</p>	<p>whether ... or</p> <p>I'm going home now whether you like it or not.</p>	indirect question, alternative condition
<p>whenever, as, while, now (that), when, before, until, as soon as, after, since, once, the moment (that)/immediately, etc</p> <p>I cry whenever I watch a sad film.</p> <p>The baby cried until he fell asleep.</p>	<p>no sooner ... than, hardly/barely ... when</p> <p>No sooner had she stepped into her flat than she fainted.</p> <p>Hardly had she finished cooking when the electricity was cut.</p>	time
<p>what, who, whom, whose, which, that</p> <p>This is the man whose daughter is a famous singer.</p>		relatives

15a Grammar: Conjunctions/Punctuation

Note:

A comma is placed between a subordinate clause and a main clause, when the subordinate clause is at the beginning, or both clauses are rather long or complicated.

If the weather improves, we can go to the beach. **BUT** We can go to the beach if the weather improves.

Adverbial links are adverbs which are used to join two or more clauses or whole sentences which themselves contain co-ordinate or subordinate clauses.

Adverbial links	
besides, also, furthermore, above all, what is more, in addition, moreover, anyway, on top of that, and then <i>I don't feel well enough to go shopping today. Besides, I don't have any money.</i> <i>I am working long hours this week. On top of that, the au-pair girl has asked for a few days' leave.</i> <i>I'm afraid I can't afford the luxury of a winter holiday. And then, there's the end-of-term exams.</i>	usage addition
therefore, so, consequently, hence, thus, as a result, in consequence <i>Oil resources are decreasing. Therefore, we need to find alternative sources of energy.</i>	result
however, though, (and) yet, still, nevertheless, after all, even so, all the same, in contrast, instead, on the contrary, on the other hand, whereas/while <i>She's an intelligent student. However, she talks too much in class.</i> <i>Delius is a famous composer. Mozart is more famous, though.</i> <i>It was snowing. Nevertheless, the match went on as planned.</i> <i>He never read a book. Instead, he went fishing and hunting.</i> <i>They are very wealthy. Even so/All the same, they lead a modest life.</i>	contrast
namely, in other words, for instance/example, that is (to say) <i>There is one thing he would never consent to, namely, divorce.</i>	exemplification
otherwise, alternatively <i>If you pay in cash you are entitled to a discount. Alternatively, you buy on credit at a low interest rate.</i>	alternatives
Note: Adverbial links are separated from the rest of the sentence with commas. <i>He didn't want to go. However, he eventually did.</i>	

CONVERSATIONAL GRAMMAR

1 Choose the correct item.

- 0 "I hope you didn't go out in the hot sun."
 "We waited the sun had gone down before we went for a walk."
 A that C until
 B to D for
- 1 "Tell me about France; did you like it?"
 "Actually, we didn't go. We went to Italy"
 A still C in contrast
 B on the other hand D instead
- 2 "Can you come away with me for the weekend?"
 "I can't as I'm decorating the kitchen., my mother is ill."
 A Even so C All the same
 B On top of that D After all
- 3 reading the question carefully, Gary started writing.
 A After C Until
 B While D Since

- 4 "I hope you have enough money to take a cab home."
"I've taken some extra money I need it."
A even if C unless
B in case D so that
- 5 "Jane is really conscientious, isn't she?"
"Absolutely., she is very efficient."
A What is more C So
B All the same D Still
- 6 "Is Leona feeling alright?"
"Yes, but she had been feeling sick for over a week
..... she finally called a doctor."
A after C once
B before D while.
- 7 "What do you think of the Jeffersons?"
"..... they appeared reserved at first, they are
very sociable."
A However C Although
B Despite D On the other hand
- 8 "What happened to the plane?"
"It had hardly touched down it burst into flames."
A when C than
B that D sooner
- 9 "Peter speaks French very well."
"..... speaking French, he speaks German and
Spanish."
A Furthermore C Nevertheless
B Instead of D As well as
- 10 "Why are you so nervous about this exam?"
"Because I need to get a high score., I will
have to resit it."
A On top of that C All the same
B Otherwise D Besides
- 11 "Did the minister approve the building plans?"
"Not really. He turned them down that the
costs were too high."
A on the grounds C in case
B provided D supposing
- 12 "Did you arrive at the station on time?"
"No, I missed the 5 o'clock train,, there was
another one 5 minutes later."
A despite C however
B besides D also
- 13 "Peter's amazing."
"I know. he had a broken foot, he managed
to walk 10 miles."
A Despite C Even though
B Whereas D Yet
- 2 Complete the second sentence so that it has
a similar meaning to the first sentence, using
the word given. Do not change the word
given. You must use between three and eight
words, including the word given.
- 1 The car has been voted Car of the Year. Its engine
has been modified.
of
The car,
has been voted Car of the Year.
- 2 Everyone abandoned the building. Shortly
afterwards we saw smoke billowing out of the
upper floor windows.
evacuated
Shortly
....., we saw smoke billowing out
of the upper floor windows.
- 3 It's rather unreasonable to punish Daniel for losing
his key as he's only a child.
hardly
You
as he's only a child.
- 4 The reason why I was given promotion was that
Laurence recommended me.
but
I wouldn't
..... from Laurence.
- 5 You have to be more co-operative! Your colleagues
won't respect you.
esteem
You will not be held
..... become more
co-operative.
- 6 At the moment I only have time to think about my
university thesis.
preoccupied
At the moment I
my university thesis.

PUNCTUATION

Full Stop [.]

- to indicate the end of a grammatically complete sentence
He usually finishes work at 7 o'clock.
- in direct speech, to indicate the end of a spoken sentence
He said, "I'll probably be late home tonight."

BUT If a reporting expression follows direct speech, we put a comma. *"I'll try again," he said.*

Note

In modern British English, abbreviations tend to be written without full stops. *Mr, Ltd, kg, MA, USA*

Question Mark [?]

- at the end of a direct question – *What's the time?*
- at the end of question tags – *You've finished, haven't you?*

Note

We do not use question marks after indirect questions. *He asked what time it was.*

Exclamation Mark [!]

at the end of an exclamatory sentence, to emphasise surprise, horror or delight
I can hardly believe it!

Comma [,]

- to separate items in a list of nouns, adjectives or adverbs
She answered the question carefully, thoughtfully, accurately and appropriately.
- to separate main clauses which describe consecutive actions
He stormed out of the room, slammed the door behind him and left the class speechless.
- after a subordinate clause which precedes the main clause
When we first arrived in this country, we found many things strange and intimidating.
If we see him, we'll tell him what you said.
BUT *We'll tell him what you said if we see him.*
- before and after a non-defining relative clause
This grammar book, which was published last year, is one of the best I've ever used.
BUT *The book that I borrowed from the college library is overdue.*
- to separate an introductory word or phrase from the main part of the sentence
To be honest, we're not sure yet of the possible results.
- after **Yes** or **No** at the beginning of a sentence
No, I don't know where your glasses are.
- before or after introductory verbs in direct speech
"I've got a lot of work to do", she said, "so I'd better go home now".
The girl said, "I seem to have lost my purse".
- before question tags
You will give me a lift, won't you?
- to keep the word order in a sentence when expressions or words interrupt its normal progression
The distance learning university, believe it or not, has issued many fake certificates.

Colon [:]

- before words or phrases which refer back to the statement preceding the colon and give more information about the statement (which makes complete sense on its own)
The treatment was a complete success: all traces of the disease were eradicated.
ALSO a semi-colon or a full stop can be used here, instead of a colon.
- to introduce a list of items (which might be complete sentences in themselves)
If you go trekking in these regions, the following items are essential: a torch, a first-aid kit and a compass.
Deposits on hired cars will be kept by the company in the following circumstances: when the car is damaged in any way, when it is returned late or when the tank has not been refilled.
- to introduce a quotation
Whenever I go through customs at an airport, I am always tempted to repeat Oscar Wilde's classic comment: "I have nothing to declare except my genius."
- when direct speech is introduced by a name or short phrase (as in the text of a play)
Here's a line from Shakespeare's "Othello": "one that loved not wisely, but too well ..."
- before capitals if a colon is followed by several complete sentences
This can be done if you proceed as follows: First, you plug your guitar into the amplifier. Second, you make sure that the red lamp is on while ...

Capital Letters

- for the first letter of the first word of a sentence
People are becoming more aware of the need to protect the environment.
- for the first letter of the first word in direct speech, immediately after the opening quotation marks
"Where have you been?" he asked.
He asked, "Where have you been?"
- for the personal pronoun I
I don't think I'll come with you.
- for the first letter of proper nouns such as the names of people, countries, towns, days of the week, months, holidays, peoples, titles
On Saturday, Julia and Michael went to Oxford Street in London to buy some Christmas presents for the family and Mr Jones.
- for languages and adjectives of nationality
We stayed in a Swiss town while we were doing a short summer course in French.
- for the first letter of the more important words in the titles of books, films, plays, newspapers, magazines, hotels, etc.
Our professor told us to read "The Rise and Fall of the Roman Empire" during the summer holiday.
Two of D.H. Lawrence's most famous books are "Sons and Lovers" and "Women in Love".
- for some abbreviations
RSPCA (Royal Society for the Prevention of Cruelty to Animals),
NATO (North Atlantic Treaty Organisation), **BBC** (British Broadcasting Corporation)
BUT Mr, Mrs, Ltd

Dash [-]

- in informal English, in the same way as colons or semi-colons, i.e. to separate a word or phrase which is independent of the rest of the sentence; it may precede a comment, a definition or conclusion, emphasise the words which follow, or introduce an afterthought
Anger, fear, frustration, disappointment - a whole array of emotions appeared on his face.
Despite all his assets - and they were considerable - his business enterprise failed.
We are flying on Friday morning - at least, I hope so.
- to show an interruption in speech
"But Sarah, I thought you said -", Jane began, then stopped abruptly.

Apostrophe [']

- where letters are omitted in contracted forms: *isn't, I'm, didn't, I'll*
- to denote possession:
 - a) in singular nouns, before the possessive **-s**: *the man's car, my mother's career*
 - b) in plural nouns, after the plural **-s**: *the teachers' salaries, the nurses' demands*
 - c) in irregular plurals, before the **-s**: *men's clothing, women's voices, children's interests*
- with certain words showing time duration:
 - a) in the singular: *an hour's journey, a month's salary*
 - b) in the plural: *five hours' journey, two hours' wait, three weeks' work*
- in special plurals:
 - a) in plural forms of words which do not usually have plurals:
The new employees were given a list of the do's and don'ts
 - b) in plurals of letters: *I can't make out his r's and v's.*
BUT No longer acceptable to use apostrophe for plurals
CD's is **WRONG**

Quotation Marks/Inverted Commas [" "]

- to indicate direct speech, at the beginning and end of the words spoken
"I can hardly believe it."
- before and after titles of books, films, plays, newspapers and other special names
His performance in "Hamlet" was outstanding.
He was reading an Agatha Christie novel called "Cat Among the Pigeons" on the train.
- to indicate irony or suggest figurative use
We walked up the "grand" staircase, which was, in fact, in a sad state of disrepair.
The island population has recently "exploded".
- for quotations inside quotations, we use double quotation marks inside single (or single inside double)
She said, 'It's a case of "he who laughs last, laughs longest" if you ask me.'

Notes

- a) A comma precedes or ends direct speech.
She said, "We'll tell you later."
- b) Question marks or exclamation marks referring to the direct speech are placed inside the quotation marks.
"What a tremendous achievement!" he exclaimed.
"When are you leaving?" he asked.

Hyphen [-]

- in some compound nouns: *dining-room, air-conditioning*; hyphens are becoming less common in modern English and it is usually acceptable to write the two words separately: *address book, health centre* while some combinations can be written in three ways i.e. with a hyphen, a space between the words or as a single lexical item: *school-bag, school bag, schoolbag*
- in some compound adjectives (the second part is usually a participle): *broad-shouldered, smartly-dressed, home-made, nice-looking*
- to link a prefix with a noun or adjective: *pre-war, anti-American, pro-abortion, post-Victorian*
- in numbers between tens and units: *twenty-five, two hundred and sixty-three*
- when expressions of measurement, amount or quantity are used as adjectives before a noun: *a five-pound note, a three-mile walk, a two-hour lecture, a one-year-old child*

Semi-Colon [;]

to separate long parts of a sentence, each one of which is a complete clause on its own, but whose meanings are closely connected. It shows a pause which is longer than a comma but shorter than a full stop.

Some critics considered him the best actor of his generation; others believed he never quite lived up to his early promise.

She was badly-dressed and slovenly in her appearance; the contrast to her sister could not have been greater.

Parentheses/Brackets [()]

to separate additional information or a comment from the rest of the sentence

The old Odeon cinema (where I saw the first Elvis Presley film) still stands on the corner of the street.

ALSO commas can be used here instead of parentheses, which is preferable in formal writing.

3 Punctuate the following items.

- 1 next sunday im going to scotland to help my aunt who is a widow to move house

.....

- 2 don t use the swiss cheese use the cheese which is on the top shelf of the fridge

.....

- 3 i really like shakespeare's play much ado about nothing because its very witty

.....

- 4 we visited numerous cities in india madras delhi and agra where of course we visited the taj mahal calcutta and mysore

.....

- 5 youre going to have to improve your appearance im afraid said the manager to the sales assistant we need smartly dressed well groomed people

.....

- 6 we couldnt believe our eyes when we opened the front door books clothes drawers chairs all the contents of our house it seemed had been thrown around the room

.....

.....

.....

.....

- 7 why i often ask myself can' t they do something about the traffic problem in this city

.....

- 8 the playwright arthur miller, who was at one time marilyn monroe's husband wrote the play death of a salesman

.....

- 9 i couldnt tell you about this last friday because i didnt know about it then

.....

- 10 your children are a pleasure to be with polite thoughtful and well behaved i hope you know how lucky you are

.....

- 11 its a three hour walk to the nearest village hopefully you will only have to go there once or twice

.....

.....

- 12 he was a quiet shy reserved sort of person his brother on the other hand was the exact opposite

.....

.....

- 13 its a well paid job so id accept it if i were you sophia advised her friend

.....

.....

.....

15a Grammar: Conjunctions/Punctuation

4 Read the text below and think of the word which best fits each gap. Use only one word in each gap.

FOOD SLEUTHS

For centuries, unscrupulous food traders have had it good. They've passed **0** off dyed tilapia as salmon, python meat as crocodile meat, and imitation crab as the genuine article to shops and markets around the world. But the trade in fraudulent animal products may finally have had **1** day. Thanks to a technique known as 'DNA barcoding', scientists believe they can **2** an end to food fraud once and for all. The principle behind DNA barcoding is **3** follows: all species can be identified by their unique genetic material. Thus, by taking and analysing a sample of DNA from a food product, scientists can unequivocally identify the species it came from. Countries around the world are now using DNA barcoding to crack **4** on food fraud. One market where authorities believe DNA barcoding will prove particularly valuable is the \$250-billion-a-year global seafood industry. In the USA alone, as much as 25% of all fish imports are estimated to be fraudulently labelled. **5** certain species, such as red snapper, fraud runs as **6** as 75%. There is big incentive for fish suppliers to cheat. First, only 2% of fish in the US market is inspected so the chances are good they will get **7** with the deception. Second, over-fishing, coupled with a growing consumer demand, has created seafood shortages. Typically, fraud rests in the area of cheaper seafood being labelled as more expensive species. Importers will **8** to great lengths to cut and dye their fillets to look like the fish they're trying to imitate. To combat seafood fraud, the US Food and Drug Administration recently announced an increase in its use of DNA testing in inspections of seafood manufacturers and restaurants.

PHRASAL VERBS 1

throw about/around:	scatter sth
throw away:	discard sth as useless
throw sth back at sb:	remind sb of sth bad they did in the past
throw oneself into:	begin to do sth energetically and enthusiastically
throw oneself on sb/sth:	rely on sb/sth
throw off:	escape from, get free of
throw sth out:	get rid of unwanted item
throw sb out:	force sb to leave
throw sb together:	bring people into contact with each other
throw up:	1) give up (a job etc) 2) vomit
try on:	check the fit (of clothes)
try out:	test

5 Fill in the missing preposition(s) or adverb.

- Although Paul is having a hard time, he doesn't want to throw himself *on* his friends and ask for their help.
- When Joanna lost a lot of weight, she decided to throw all her larger-sized clothes.
- Would you like to try this new electric shaver?
- He was thrown of the library when he started singing.
- It was fate that had thrown the engaged couple
- During the French Revolution the people tried to throw the shackles of poverty.
- She has tried at least twenty dresses but she can't find one she likes.
- I wish you would throw these old magazines
- She felt very sick and threw several times.
- Even though I'd only lost one contract in my career I knew my manager would throw it me in my annual appraisal.
- On finishing university, she threw herself her new editing career with great enthusiasm.
- Joan threw books and papers the room whilst trying to find her passport and her cheque book.

PHRASAL VERBS 2

- wear away:** become thin, damaged, weak etc by constant use
- wear off:** disappear gradually (effect of sth)
- wear out:** use until useless (of clothes etc)
- work off:** 1) overcome the effects of sth (energy, stress, anger)
2) repay by working (a debt)
- work on:** be occupied with
- work out:** 1) find a solution by reasoning
2) turn out successfully
- work up:** 1) develop
2) excite
3) advance (in business)

6 Fill in the missing preposition or adverb.

- She is hoping to work her way *up* to a vice-presidency.
- It took hours for the effect of the anaesthetic to wear
- He has worked a huge appetite doing the gardening all morning.
- I'm trying to work how this device was put together.
- When Sue has had a row with someone, she works it by going for a long walk.
- He is working a new book but it will take him a couple of years to finish it.
- The politician's speech worked the crowd to a frenzy.
- He has worn three pairs of running shoes in six months.
- She was doubtful about the new system of checking accounts, but it worked in the end.
- The surface of the road was worn by severe flooding.

IDIOMS/FIXED PHRASES 1

- get cold feet:** lose courage to do sth
- have a cheek/nerve:** act/speak boldly or impudently
- have an eye for:** be a good judge of sth
- not lose (any) sleep over sth:** not worry about sth
- jack of all trades:** sb who is able to do a variety of jobs
- turn a blind eye to sth:** ignore
- lose one's head:** lose self-control

7 Fill in the gaps with the correct idiom/fixed phrase.

- I like going shopping with Elaine as she *has an eye for* the clothes which suit me best.
- Jim was told off about his unacceptable behaviour but he it.
- David was going hang-gliding but he at the last minute and decided not to.
- Dad spends his free time mending old things; he's a
- When the fire broke out, the spectators and started fighting their way out of the stadium.
- You shouting at me because I'm late. I've never been late before!
- The traffic warden to the car which was parked illegally; she didn't bother to stop and give the driver a ticket.

8 Fill in the collocational grid.

	lick	gulp	nibble
ice cream			
cheese			
lollipop			
water			
the bait			
one's food			

IDIOMS/FIXED PHRASES 2

be all fingers and thumbs:	be awkward, clumsy
a storm in a teacup:	a lot of fuss about sth that is not important
give sb the cold shoulder:	ignore/shun sb
bring (sth) home to sb:	make sb understand how important or serious sth is
bite off more than you can chew:	try to do sth which is too difficult
put one's heart and soul into sth:	be devoted to sth
In clover:	living a luxurious and comfortable life
have a sharp tongue:	tend to say unkind or hurtful things
tooth and nail:	fiercely
a pain in the neck:	annoying person/thing
look down one's nose at sb/sth:	feel/act superior to sb/sth
face the music:	be criticised or punished for sth you have done

9 Fill in the gaps with the correct idiom/fixed phrase.

- The alleged scandal turned out to be; all that fuss about nothing.
- I found it really hard to her the implications of her actions; she just wouldn't listen.
- Sarah was such a dedicated nurse that she the work.
- Gary is doing three jobs. I think he's as he looks exhausted.
- Maria has become such a snob since joining the State Orchestra; she the rest of us in the music club.
- I wouldn't like to be in an argument with Penny; she
- Herbert has been ever since he won the lottery.
- Joe is so irritating, he's a real

- I guess it's time for Chris to stop avoiding his boss and about his mistake.
- It was very rude of you to give Andy; you should at least say hello to him.
- The party was awful as Helen and Barbara argued for most of the evening.
- When it comes to cooking, Tina; if she doesn't burn things, she drops them on the floor.

10 Look at Appendix 5 and fill in the gaps with the correct preposition.

- Since passing his accountancy exams, George has had his salary increased **by** 10%.
- Railway engineers joined three additional carriages the train to accommodate the extra passengers.
- Classes have increased size since falling levels of government funding have reduced the number of teachers in the school.
- He joined when he was seventeen and he's been in the army ever since.
- Impatient her arrival, he kept running to the window every time a car passed.
- The organisers tried to get everyone to join the games.
- I began to get impatient his continual lack of punctuality.

11 Look at Appendix 5 and fill in the gaps with the correct preposition.

- Although we were all rather irritated by the situation at the time, we laughed it afterwards.
- Tom lectured his son the dangers of riding a motorcycle.
- The summer dress was lined light cotton to make it less transparent.
- He was listening the radio when he heard the news of the earthquake.
- I'm expecting an important call; could you listen the telephone while I pop out to the shops?
- He doesn't have any savings and, since being made redundant, has been living his family.

12 Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1 The community spoke enthusiastically about the recently elected mayor.
sang
The community praises.

2 Should we go ahead with the plan?
advisable
Is with the plan?

3 We must include buying new furniture in our household budget this year.
accounted
Buying new furniture in our household budget this year.

4 The garage is too small for the van.
room
There for the van.

5 Jim deserves everything he gets in my opinion.
ask
Jim me.

6 Leaving Mary alone will ensure she finishes the project on time.
devices
If Mary
....., I'm sure she'll finish the project on time.

7 The overfishing of cod is a matter which is worrying environmentalists.
voiced
Environmentalists the overfishing of cod.

8 The police say that the circumstances of her disappearance are suspicious.
treating
The police suspicious.

9 Schools should make careers lessons a priority.
emphasis
Schools should careers lessons.

10 Who told you there was going to be a rail strike?
out
How to be a rail strike?

11 You must do something to make sure this doesn't happen again.
steps
You must happen again.

12 The doctor is very busy; I'm afraid he can't see you today.
spare
The doctor today.

13 I shouldn't have trusted a stranger with my savings.
better
I trust a stranger with my savings.

14 The journalist wrote down everything she said in his notebook.
record
The journalist in his notebook.

15 As well as her normal salary, she makes some extra money from freelancing.
supplement
She normal income.

16 At first, no one mentioned his absence.
said
At first, his absence.

17 My supervisor did not even hint to me that he was about to resign.
indication
I that he was about to resign.

18 The subject of productivity bonuses has been mentioned at every management and workers meeting.
cropped
The subject of productivity bonuses management and workers.

19 I can recommend you to the manager; I'm a friend of his.
word
I can the manager; I'm a friend of his.

- 6 My husband told me in no terms that I would have to economise on household expenses.
 A unsure C vague
 B uncertain D unclear
- 7 We had a of a time at Jason's party yesterday.
 A whale C whole
 B period D week
- 8 In did I knock on the huge oak door, for nobody answered.
 A vane C vein
 B mane D vain
- 9 They were planning, to Hilary, to throw a surprise party for her.
 A unaware C unbeknown
 B oblivious D unknown
- 10 Investors were caught by the sharp drop in share prices.
 A undecided C unsuspecting
 B unawares D unconscious
- 11 The economic situation in the country is going from bad to after the stockmarket crash.
 A better C worse
 B best D worst

WORD USAGE

15 Read the text below and decide which answer (A, B, C or D) best fits each gap.

HONG KONG

Visit Hong Kong and you'll probably be 0) by the fact that you can walk from miles and miles without once having to 1) foot on actual ground. In fact, it's possible to 2) all day in Hong Kong, getting everywhere you need to go and taking care of any errand you need to 3) all whilst separated from the streets and surface of the city. Hong Kong's extensive web-like network of underground tunnels, and pedestrian walkways that crisscross in and out of buildings, over roads and over pedestrian pavements is so impressive in fact, that the city has 4) itself the title 'city without ground'.

Interestingly, Hong Kong's remarkable pedestrian infrastructure developed and grew without any formal planning or blueprint. But the reason why it did develop is clear: Hong Kong is a city of 5) land shortage, extreme overcrowding, escalating population growth, and hilly topography. There was little option 6) adopt vertical development.

Today, Hong Kong is one of the world's true multi-layered cities. Its 7) solution to its limited urban space is an indicator, perhaps, of the form other crowded metropolises will 8) in the future. Says Jonathan Solomon of the School of Architecture at Syracuse University: "Hong Kong's walkways are incredibly vibrant parts of the city, and represent a new method of providing usable space within a city. They are a form of hyper-efficiency."

- | | | | |
|--------------|-------------|-------------|-------------|
| 0 A struck | B seized | C drawn | D grasped |
| 1 A rest | B fix | C set | D put |
| 2 A spend | B pass | C take | D cross |
| 3 A turn | B shift | C run | D bypass |
| 4 A earned | B collected | C built | D created |
| 5 A rash | B abrupt | C sharp | D acute |
| 6 A save for | B but to | C devoid of | D by way of |
| 7 A exact | B free | C single | D unique |
| 8 A get | B be | C take | D make |

- 16 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.**

ECZEMA

Eczema is a disease caused by inflammation of the skin and the skin's **0** inability to retain adequate moisture. The result is a dry, very **1** rash and intense itching. Eczema rashes appear most frequently on the face and **2** , but can show up on any part of the body. In the most severe cases, the rash forms clear, fluid-filled blisters. Eczema, or 'dermatitis' (the terms are often used **3**), is the most common chronic skin disorder in children, affecting some 10-20% of infants. Eczema is not a **4** disease. It cannot be caught from coming into contact with a sufferer. But since it is believed to be at least partially inherited, it is not uncommon to find members of the same family affected. Unfortunately, eczema is incurable. The symptoms can only be treated with bathing, emollients, **5** ointments, and the like.

Normal, healthy skin is **6** and elastic. Controlled amounts of water are permitted to pass through the layers of normal skin, which ensures the outermost areas remain properly hydrated. People suffering from eczema have an **7** of the natural skin barrier function. Their skin has lost its ability to retain moisture. Fortunately, eczema often resolves spontaneously. Eczema will permanently resolve by age three in about half of affected infants. In others, the condition tends to recur **8** life. It is rare for it to continue into old age, however, but when it does it is often severe and widespread.

ABLE
TROUBLE

EXTREME

CHANGE
communicate

PRESCRIBE
PLY

IMPAIR

THROUGH

17 Choose the correct item.

- 0** Tom always tries to perfection in everything he does.
A accomplish **C** gain
(B) attain **D** manage
- 1** The charity managed to a great deal during its most recent project in Africa.
A gain **C** attain
B reach **D** accomplish
- 2** Thank you very much, but I am afraid that, due to the political situation, the President must your invitation to tour your country.
A decline **C** snub
B renounce **D** reject
- 3** Peter was heartbroken when Sue his offer of marriage so cruelly.
A spurned **C** denied
B disclaimed **D** renounced
- 4** I wasn't to see a queue outside the new sports centre.
A taken aback **C** amazed
B astounded **D** surprised
- 5** She was a little by this strange coincidence.
A astounded **C** flabbergasted
B amazed **D** taken aback
- 6** We to the manager about the assistant's behaviour.
A objected **C** criticised
B nagged **D** complained
- 7** Instead of to yourself, why don't you make a formal complaint?
A grumbling **C** objecting
B whining **D** complaining
- 8** My mother told me that, as a child, I used to continually for sweets.
A whine **C** complain
B grumble **D** pester
- 9** The latest advertising for these facial tissues is a free gift with every purchase.
A scam **C** gimmick
B snare **D** plot

18 Choose the correct item.

- 0 The Prime Minister has the controversial statement he made about nuclear arms.
 (A) retract C pulled out
 B extract D renounced
- 1 The King was forced to his right to the throne when he married a divorcee.
 A extract C renounce
 B pull out D retract
- 2 The team had to of the competition because of injuries.
 A pull out C renounce
 B extract D retract
- 3 The text was complicated and therefore very difficult to information from.
 A extract C retract
 B renounce D pull out
- 4 She her finger on a sharp rose thorn.
 A stung C stabbed
 B bit D pricked
- 5 The baby was by a bee whilst playing in the garden.
 A bitten C stung
 B pricked D stabbed
- 6 The film star categorically any connection with the scandal.
 A refuses C rejects
 B denies D revokes
- 7 Due to his reckless driving, his licence was by the court.
 A refused C revoked
 B denied D rejected
- 8 Sue begged Tom to help her but he
 A denied C rejected
 B refused D revoked

19 Match the phrases and explain the proverbs.

- | | |
|-------------------------------|-------------------------------------|
| 0 Better late | a before they hatch. |
| 1 Time and tide | b shouldn't throw stones. |
| 2 Absence makes the heart | c keeps the doctor away. |
| 3 People in glass-houses | d on the other side (of the fence). |
| 4 All's well | e wait for no man. |
| 5 An apple a day | f than never. |
| 6 Don't count your chickens | g killed the cat. |
| 7 The grass is always greener | h grow fonder. |
| 8 A new broom | i sweeps clean. |
| 9 Curiosity | j that ends well. |

- | | | | | |
|---------|---------|---------|---------|---------|
| 0 f | 2 | 4 | 6 | 8 |
| 1 | 3 | 5 | 7 | 9 |

COLLOCATIONS

20 a) Fill in spray, scatter.

- | | |
|-------------------------|-----------------|
| 1 paper | 4 a crowd |
| on the ground | 5 leaves |
| 2 your hair | 6 paint |
| 3 water on plants | 7 seed |

b) Fill in respectful, respectable.

- | | |
|------------------------|------------------|
| 1 married couple | 4 child |
| 2 silence | 5 salary |
| 3 area | 6 family |
| | 7 attitude |

c) Fill in historic, historical.

- | | |
|------------------|------------------|
| 1 novel | 5 research |
| 2 event | 6 changes |
| 3 building | 7 victory |
| 4 costume | 8 context |

15c Practice Test

21 For questions 1-8, read the text below and decide which answer (A, B, C or D) best fits each gap.

CHANGING ROOM DREAD

Since many of us are now making much more of an effort to keep trim by taking up a sport or exercise 0)A..., we also have to endure the horrors of 1) changing rooms. Although gyms and sports centres run by the council are some of the worst offenders when it comes to poorly maintained changing rooms, you can also give up 2) the idea of any great luxury even in private gyms and clubs. Changing rooms can be both depressing and likely to 3) feelings of nausea. First off, is the vaguely institutional decor of most of them, with their beige tiled walls and 4) paintwork. Worse still is the 5) of smells caused by damp, overheated rooms and the steam of the showers. A smell reminiscent of mouldy fridges and that of wet dog. Other things likely to 6) the stomach of any keen athlete is the pools of 7) water around the shower area and drains clogged with debris of 8) provenance. All in all, changing rooms can cause quite a visceral reaction and it's perhaps worth reflecting on the point that some people may not want to take up exercise because of the rotten conditions in changing rooms.

- | | | | |
|-----------------|------------|------------|--------------|
| 0 (A) regimen | B system | C rule | D method |
| 1 A collective | B unified | C merged | D communal |
| 2 A for | B on | C in | D to |
| 3 A show | B prevail | C induce | D make |
| 4 A moulting | B peeling | C shedding | D leaking |
| 5 A fusion | B compound | C brew | D hub |
| 6 A beat | B churn | C toss | D swirl |
| 7 A decayed | B musty | C dank | D stagnant |
| 8 A treacherous | B dubious | C false | D unreliable |

22 Read the text below and think of the word which best fits each gap. Use only one word in each gap.

BLUE WHALES

The blue whale is the largest animal on earth 0) by considerable measure. In fact, the blue whale is believed to be the largest animal 1) to have lived – dwarfing even the biggest dinosaur. Surprisingly, 2) growing to an incredible 33.5 meters in length, these shy, gentle creatures of the deep are notoriously difficult to find and little is known about them. What is known, however, is a tragedy. In the 20th century, industrial whaling nearly wiped 3) these beautiful giants. Whalers slaughtered some 250,000 blue whales, 4) the result that, at 5), only 10,000 remain today and the population is not expected to recover. Thankfully, blue whales may no longer be targeted by whalers. Disastrously, though, they face an equally sinister man-made threat: noise pollution. To humans, the world beneath the waves may seem like a quiet place. To the blue whale, it is anything 6) Modern shipping, military sonar activity, seismic surveying and undersea mining have made the ocean a deafening place. The underwater world literally thunders with the thrash of ship propellers, the scream of ship engines, the hammer of oil drills, the thump of military sonars and the crash of seismic ships. Blue whales use sound to communicate, navigate and, crucially, find mates. A blue whale that was born in 1940 would have been able to communicate with 7) over a 1,000 mile distance. Today, it can only communicate over a 100 mile distance. Noise pollution means that blue whales are struggling to find mates across the vast ocean waters. This could only have a devastating effect 8) their already dangerously low numbers.

- 23 Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.

ELIZABETHAN THEATRE

Elizabethan theatre and the name of William Shakespeare are **0** *inextricably* bound together. Shakespeare is, of course, the English playwright and poet who single-handedly altered the course of English literature, and who is widely regarded as the greatest writer in the English language.

In Shakespeare's time, theatre had an **1** reputation. London's authorities considered it to be a **2** and disruptive pastime – so much so, in fact, that theatres were banned within the city walls of London. And this, despite the fact that Queen Elizabeth I herself enjoyed the theatre and gave it her **3** ! Theatre performances were held in the afternoon because in the morning the sun was too bright and in the evening there was, of course, no **4** lighting. All roles were taken by males as acting was not considered an **5** profession for women. Women, however, attended plays, though the more **6** among them would often wear masks to disguise their identity. Going to the theatre was a favourite activity of the masses in Elizabethan England. Young, old, rich and poor alike made up the boisterous audiences that ate, drank and shouted their way through performances. Theatre in the 16th century was not the staid, respectable affair it is today! Audiences interacted with the actors – heckling them, cheering and booing them, clapping them, hissing at them. **7** , or street sellers, walked amongst the audience selling food and drink. A range of seating options was available to **8** The cheapest ticket enabled them to be a 'groundling'. Groundlings stood for the entire duration of the play. The next cheapest option was to sit in the galleries. The most expensive choice was to sit on a chair on the actual stage.

EXTRICATE

SAVOUR
REPUTE

PATRON

ARTIFICE
HONOUR
PROSPER

PEDDLE

SPECTATE

- 24 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

- 0 She did everything possible to save her marriage.
power

She *did everything in her power to save her marriage.*

- 1 My husband and I had a row about buying a car.

words

I
..... about buying a car.

- 2 The government's plan to privatise the railways met with strong opposition from passengers.

came

The government's plan to privatise the railways
.....
.....
from passengers.

- 3 The firm went bankrupt after failing to win the contract.

liquidation

The firm
..... failing to win the contract.

- 4 That scene was so frightening I had to look away.
bear

That scene was
..... it.

- 5 The introduction of the new currency has greatly affected the economy.

impact

The introduction of the new currency
..... the economy.

- 6 She was miserable when her mother made her give away all her childhood toys.

part

When she was
.....
she was miserable.

Appendix 1

PHRASAL VERBS

1b English in Use

act on = do whatever is advised/suggested
act up = behave awkwardly or badly
answer (sb) back = speak rudely to sb
answer back = defend oneself
answer for = be responsible for sth/pay for sth/vouch for
answer to = be under the command of sb/have the characteristics described
back down = cease to oppose
back out of = withdraw from
back up = support
be beneath sb = be demeaning
be down on = be hostile to sb
be down with = be ill (with disease)
be in for it = be about to receive punishment/trouble
be in with = be in favour with
be into = (informal) take an interest in sth
be off = (1) cease to want or be interested in sth, (2) have come loose, detached from sth, (3) stay away from work/school, (4) cancel, (5) be bad, unhealthy (usu food)
be on = be shown on television, at the cinema etc
be out = (1) be in bloom, (2) be extinguished, (3) be removed, (4) be absent (from home or work), (5) be wrong in calculation, (6) be unfashionable
be up to = (1) do, (2) depend on
bear on = be relevant to
bear with = be patient

2b English in Use

balance against = assess in relation to
bank on = depend on
bear out = support the truth of
become of = happen to
blink at = show surprise
blow over = stop and be forgotten
blow up = explode
book up = reserve
break away = escape from captivity
break down = (1) fail to function, (2) lose control of feelings
break in = (1) interrupt, (2) enter a building by force
break into = suddenly start doing sth
break off = end sth suddenly
break out = (1) start suddenly (of violent events), (2) escape from a place
break through = (1) make a discovery, (2) become visible
break through = (3) achieve success despite obstacles or difficulties
break up = (1) end a relationship, (2) disperse
break with = give up sth
brush up = improve (by study)
build up = acquire gradually/accumulate

3b English in Use

bring about = cause
bring in = introduce (law, idea)
bring off = succeed in (sth difficult)
bring on = cause an illness
bring out = publish/release
bring round/to = cause sb to regain consciousness
bring up = (1) stop, (2) mention a subject, (3) vomit, (4) raise a child
call at = visit briefly
call back = ask to return
call for = require
call in = consult
call off = cancel
call out = cause one to go on strike
call up = conscript
carry off = succeed in doing sth difficult
carry on = (1) continue, (2) behave wildly
carry out = fulfil or perform sth
carry over = last from another time
carry through = complete sth in spite of difficulties
catch on = become popular
catch up = reach sb who is ahead
chip in = add one's share of money
clear of = find innocent
clear off = run away
clear out = get rid of unwanted things
clear up = (of the weather) brighten up
charge to = bill sb
charge with = publicly accuse sb of committing a wrong deed

4b English in Use

be done for = be ruined
come about = happen
come across = find sth or meet sb by chance
come by = obtain sth
come down to = be passed to sb
come forward = step forward
come in = become fashionable
come into = inherit
come on = progress
come out = (1) become known, (2) be published
come out in = develop
come over = happen; have a result or effect on sb
come round to = change one's opinion to another point of view; be persuaded
come round/to = regain consciousness
come through = continue to live after (sth bad)
come to = amount to a total
come up = grow

come up to = reach, equal sth
come up with = have an idea about a way to solve a problem
deal in = trade in sth
deal with = tackle a problem; cope with
do away with = abolish
do down = criticise
do out of = deprive of
do up = fasten (a coat etc)
do with = need/would like
do without = manage in spite of lack
drive at = imply, suggest
go off = happen

5b English in Use

cheat out of = prevent sb from having sth usu in an unfair way
check in = register as a guest at a hotel
check out = pay one's bill and leave a hotel
check up on = investigate sb's behaviour etc
cut back = reduce (outgoings)
cut down on = reduce (consumption)
cut in = interrupt sth
cut off = (1) isolate, (2) disconnect
cut out = omit
draw in = shorten (of days)
draw on = use part of a reserve
draw out = extend
draw up = come to a stop (of vehicles)
drop in = visit unexpectedly
drop off = decrease
drop out of = withdraw from
eat into = consume a part of sth
fall back = retreat
fall back on = turn to sth/sb for help when all else has failed
fall for = fall in love with sb
fall in = collapse
fall in with = agree to
fall off = decline
fall on = attack
fall out with = quarrel
fall through = fail to take place
feel for = sympathise
fit in = mix well with others
fit up/out = furnish/equip
fly at = attack (with blows or words)
fold up = collapse or fail
head off = prevent
join up = become a member of the military

6b English in Use

get about = (1) move about, (2) spread (of news, gossip etc)
get across = make understood
get ahead = succeed
get along/on = be on friendly terms with
get at = mean
get at sb = criticise, tease in an unkind way
get away with = escape punishment
get by = manage despite difficulties
get sb down = depress sb
get off = send
get off with = nearly escape punishment
get on = make progress
get on with = continue doing sth
get out of = avoid
get over = recover from
get round = persuade
get round to = find time
get through = contact by phone
get up to = be busy with sth surprising or undesirable
give (oneself) up = surrender
give away = (1) reveal, (2) give freely as a present
give in = (1) deliver, yield
give off = send out/emit
give out = (1) come to an end, (2) announce, (3) distribute
give up = (1) stop doing sth, (2) admit defeat
give oneself up = surrender
hype up = exaggerate the value of sth

7b English in Use

go down = (of remarks, proposals etc) be received in a specified way
go down with = become ill
go for = be sold
go in for = take part in
go off = make a sudden loud noise
go on = happen
go on with = continue sth esp after a pause
go round = be enough for everyone to have a share
go through = (1) examine sth closely or systematically, (2) consume
go up = be built
go with = be included in the price
hold back = (1) prevent development, (2) delay, (3) withhold
hold in = control (feelings, oneself)
hold off = (1) keep at a distance, (2) delay
hold on = wait
hold out = (1) last, (2) resist
hold out for = wait to get sth desired

Appendix 1

hold out on = keep a secret from sb
hold over = postpone to a later date
hold up = (1) rob (a bank, vehicle) (2) delay

8b English in Use

be kept in = be detained after normal hours as a punishment
keep at = continue working at
keep back = hide
keep down = repress
keep in with = continue to be friendly
keep on = continue doing sth
keep on at = continue talking in an irritating way
keep to = follow
keep up (with) = progress at the same rate
keep up with = (1) stay at an equal level with, (2) be informed about
land in = get into trouble, difficulties etc
land up = end (usu in difficulties)
lay aside = put aside
lay into = attack (with blows or words)
lay off = stop doing sth irritating
lay out = spend
let down = (1) disappoint, (2) lower sth
let in for = involve in trouble etc
let in on = allow sb to share a plan, secret, etc
let on = reveal a secret
let out = (1) make (a garment etc) looser or larger (opp: take in), (2) utter a cry
let sb off = not punish severely
let sb through = allow sb to pass an exam or a test
let up = become less in degree
let up on = treat sb less severely

9b English in Use

be made up = consist
lead on = persuade sb to believe or do sth by making false promises
look after = take care of
look ahead = think about the future
look at = read
look back = think about one's past
look down on = despise
look for = search for
look in = pay a short visit
look into = investigate/examine the facts relating to sth
look on = watch sth without taking part
look onto = have a view
look out = watch out; be careful
look out for = (1) search in order to find sth, (2) be alert in order to see/find sb
look over = examine (a place)

look to = rely on sb
look up = search for (a word) in a reference book
look up = visit esp after a long time
look up to = respect
make for = head for
make off with = steal sth and hurry away with it
make out = (1) complete sth, (2) claim to be, (3) discern, (4) understand
make over = transfer the ownership of sth
make sth into = convert
make up = (1) invent (a story), (2) end a quarrel, (3) compensate for sth, (4) put cosmetics on sb's face (5) form
make up for = compensate sb for the trouble one has caused them
rise up = rebel
rule out = exclude

10b English in Use

call off = cancel
live on sb/sth = get the money needed from
live through = experience over time
live up to = reach the standard that may be expected
live with = tolerate/accept sth and endure it
meet with = have as a reaction
miss out = forget to include
move on to = pass to another subject
narrow down = reduce
note down = record
pass over = ignore, overlook
hand over = give
phase out = gradually stop using
piece together = create a picture of
put about = spread (false) reports, rumours
put across = communicate
put aside/by = save for later use
put away = put into confinement
put back = delay
put down = write in a particular place
put down to = attribute to
put forward = suggest, propose
put in (a request) = make an official request
put in for = (1) apply for, (2) make an official request
put off = discourage
put off = postpone
put on = (1) gain weight, (2) pretend to have, (3) advance, (4) clothe oneself with, (5) present
put out = extinguish
put sb up = give accommodation to
put sth behind one = deliberately forget
put through = (1) carry sth out, (2) cause sb to undergo (an ordeal)
put through to sb = connect by telephone
put up with = tolerate

11b English in Use

run across = find by chance
run after = pursue
run away = leave (school, home etc)
run away with an idea = accept it without careful thinking even though it is wrong
run behind = be delayed
run down = (1) criticise, (2) gradually stop functioning, (3) run sb down (with a vehicle)
run in = use a new vehicle carefully
run into = (1) meet by chance, (2) collide with
run off = produce quickly
run out of = exhaust the supply of sth
run through = (1) rehearse (2) use up
run up = accumulate (bills etc)
run up against = encounter difficulties
see about = make arrangements for
see off = accompany a traveller to his/her train etc
see out = accompany sb to an exit
see over = inspect properly
see through = (1) not be deceived, (2) support sb through a difficult time
see to = take care of
settle down = live a more permanent life-style
settle for = accept sth (less than expected)
settle in = become used to a new house or job
settle on = decide on
settle up = pay (a debt, a bill etc)

12b English in Use

set about = begin
set aside = save for a special purpose
set back = hinder
set sb back = cost sb a lot of money
set in = begin (of a period, usu bad)
set off = (1) start a reaction, (2) begin a journey (=set out)
set an animal on sb = cause an animal to attack sb
set out = begin a task/job with a specific intention
set up = (1) establish (a record), (2) start a business (3) erect
stand by = (1) remain loyal to sb, (2) do nothing to stop a bad situation, (3) be ready for action
stand down = resign from a position
stand for = (1) support sth, (2) mean, symbolise, (3) tolerate, (4) enter oneself for election
stand in for = replace temporarily
stand out = be conspicuous/obvious
stand up for = defend; support
stand up to = defend oneself against

13b English in Use

take aback = surprise
take after = look like a relative
take against = dislike sb
take away = remove
take back = withdraw a statement or comment
take down = (1) write down, (2) remove sth from a high place
take in = (1) deceive, (2) allow sb to stay in one's home, (3) understand, (4) make clothes smaller
take off = (1) remove (clothing), (2) leave the ground (of aeroplanes etc), (3) imitate sb in a comic way, (4) begin to succeed (of plans, ideas etc)
take on = (1) undertake sth, (2) employ staff, (3) accept sb as an opponent
take out = (1) extract, remove, (2) accompany sb to a theatre etc
take over = take control of sth esp in place of sb else
take sb for = mistake sb/sth for sb/sth else
take to = (1) find agreeable; like, (2) begin a habit, (3) escape to; hide in
take up = (1) begin a hobby, sport etc, (2) occupy space
take up with = become involved in (usu derog)

14b English in Use

talk about = (1) gossip about sb, (2) consider
talk at = speak to sb without listening to their replies
talk back = reply rudely
talk down to = speak to sb as if they were less clever than oneself
talk into = persuade sb to do sth
talk out = settle a problem by talking
talk out of = persuade sb not to do sth
talk round = persuade sb to agree to sth
tell against = spoil chances of success
tell apart = distinguish
tell off = scold/reprimand
think of = take sth into account
think out = prepare plans carefully
think over = reflect upon sth before making a decision
think up = invent or devise sth
turn away = refuse admittance to sb
turn down = (1) reject an offer, (2) reduce heat etc
turn in = go to bed
turn sb in = report to the authorities
turn into = convert, change
turn off = switch off
turn on = switch on
turn out = (1) assemble as a crowd, (2) produce, (3) prove to be
turn over = fall on one side

Appendix 1

turn sth over (in one's mind) = think carefully about sth

turn to = go to sb for help

turn up = (1) arrive, (2) increase volume

15b English in Use

throw about/around = scatter sth

throw away = discard sth as useless

throw sth back at sb = remind sb of sth bad they did in the past

throw off = escape from, get free of

throw oneself into = begin to do sth energetically and enthusiastically

throw oneself on sb/sth = rely on sb/sth

throw sb out = force sb to leave

throw sth out = get rid of unwanted items

throw sb together = bring people into contact with each other

throw up = (1) give up (a job etc), (2) vomit

try on = check the fit (of clothes)

try out = test

wear away = become thin, damaged, weak, etc by constant use

wear off = disappear gradually (effect of sth)

wear out = use until useless (of clothes etc)

work off = (1) overcome the effects of sth (energy, stress, anger), (2) repay by working (a debt)

work on = be occupied with

work out = (1) find a solution by reasoning, (2) turn out successfully

work up = (1) develop, (2) excite, (3) advance (in business)

IDOMS/FIXED PHRASES

1b English in Use

clear the air = remove suspicion/bad feeling
all along = from the beginning until now
all but = nearly, almost
all in = exhausted
all in all = when everything is considered
all the same = yet, however
all told = altogether, in total
be the apple of sb's eye = be very precious to sb; be sb's favourite
be up in arms = be very angry
for all = in spite of
for all I care = I don't care
for all I know = as far as I know
in the act of = while performing the act
in the air = uncertain
make allowances for = take special circumstances into consideration
make amends for = try to compensate for a past action of all people = used to express annoyance/surprise
on account of = because of
on no account = under/in no circumstances
on the air = broadcasting (opp: off the air)
on the alert = watchful and prepared/on the lookout/expecting sth
take sth into account = consider sth
on this/that account = for this/that reason
whet sb's appetite = make sb eager to have/experience more
up in the air = existing, but not talked about

2b English in Use

above board = honest
bark up the wrong tree = have a false idea about sth
be broke = have no/very little money
be full of beans = be very lively
be in sb's black books = out of favour
beat about/around the bush = avoid saying what one means directly
behind bars = in prison
big-headed = conceited; boastful
black and blue all over = covered with bruises
blessing in disguise = sth which appears bad at first but then turns out favourably
blue-eyed boy/golden boy = a favoured person
bolt from the blue = suddenly
brainwave = sudden clear idea/thought
break even = show neither loss nor profit
browned off = fed up; bored
butter sb up = flatter sb
by and large = generally speaking

catch sb red-handed = be caught while committing a crime
chip off the old block = sb who is very like one of his parents
cost a bomb = very expensive
deal a blow to = damage one's hopes
don't hold your breath = don't wait for sb/sth anxiously
drive a hard bargain = be a tough businessman
drop a brick = say sth tactlessly
feel in one's bones = feeling sth instinctively
get your own back = take/get revenge
have a bee in one's bonnet = have an obsession about sth
have butterflies in one's stomach = be very nervous about sth
in black and white = in writing
in the balance = uncertain
kick the bucket = die
lay bare = make public
make a clean breast of = confess
make one's blood boil = cause sb to become very angry
on the spur of the moment = without thinking about sth
out of the blue = suddenly and unexpectedly
ring a bell = remind sb of sth
see the back of = be glad to see sb leave
take the bull by the horns = deal with sth boldly and directly
wet blanket = dull person who spoils people's happiness

3b English in Use

a piece of cake = sth very easy to do
a red-letter day = a very important day
a wild-goose chase = a hopeless search
be caught red-handed = be caught while committing a crime
be on the cards = be likely to happen
be over the moon = be elated
call sb names = insult sb
chair a meeting = preside over a meeting
crocodile tears = false tears
cross one's mind = think of sth
cut sb dead = ignore sb
different as chalk and cheese = totally different
down in the dumps = depressed/miserable
down the drain = wasted; lost
get a bit hot under the collar = get angry, upset or embarrassed
get a problem off one's chest = tell sb else about your problem
go to the dogs = worsen
have the cheek = dare to do sth
keep one's chin up = not be discouraged
let sleeping dogs lie = avoid mentioning a subject which could cause trouble
lost cause = hopeless situation or case

off colour = look/be slightly unwell
on the dole = receiving unemployment benefit/social security
play one's cards right = act cleverly
show one's true colours = reveal one's real character
with flying colours = with great success
not count one's chickens before they're hatched = not assume sth before it happens

4b English in Use

be dying for sth = really want sth
be fit for = be good enough for
be worn out = be very tired
be green = be inexperienced
cook one's goose = end one's plans abruptly
fair and square = within the rules
fall head over heels = fall in love quickly
feel one's ears burning = have a feeling that sb is talking about you
gatecrasher = sb attending a party, event etc without an invitation
get off on the wrong foot = argue or disagree at the beginning of a relationship
give and take = compromise
have a frog in one's throat = inability to speak due to nervousness
have the gift of the gab = be able to talk well, persuasively
hear it through/on the grapevine = find out information indirectly
in a flash = very quickly
it's all Greek to me = sth new or foreign; not easily understood
keep a straight face = manage to look serious under difficult circumstances
keep an eye on sth = guard/protect sth
meet behind closed doors = meet secretly
one's flesh and blood = family member
plenty more fish in the sea = many more opportunities in life for love
put one's foot down = insist on sth
put one's foot in it = make a tactless comment
take it easy = not work too hard/relax
take sb for granted = not appreciate sb

5b English in Use

a bit of a dark horse = person with hidden abilities
be for the high jump = about to be reprimanded/punished
be in two minds about sth = not be able to decide what to do
be sound asleep = sleep deeply
be the perfect image of sb = look exactly like sb
before one can say Jack Robinson = extremely quickly

break the ice = ease the tension when one first meets people
eat one's heart out = feel jealous/sad about sth
flog a dead horse = waste time doing sth useless
fly off the handle = quickly become very angry
get out of hand = become out of control
get the hang of it = get in the habit of doing sth
go to one's head = make conceited
grey matter = brains; intelligence
hand in glove with sb = be in very close contact with sb
have a job to do sth = find sth difficult to do
have many irons in the fire = have lots of plans/possibilities in progress at the same time
have one's heart in one's mouth = be extremely anxious about sth
have time on one's hands = have free time
hold one's horses = wait, be patient
ill at ease = embarrassed; uncomfortable
keep sth under one's hat = keep sth secret
keep up with the Joneses = compete with others in status/material goods
lend sb a hand = give help to sb
like the back of one's hand = be very familiar with sth
lose heart = become discouraged
make head nor tail of = understand sth
off the cuff = without preparation
stew in one's own juice = suffer the consequences of one's own actions
straight from the horse's mouth = from the most direct source
have sb's hands full = be very busy with sth
sth comes in handy = be very useful/practical
strike gold = come across sth useful
take sth to heart = take personally/be influenced by
take to one's heels = run away
the ins and outs = the details of an activity
the tip of the iceberg = small evident part of a much larger, concealed situation

6b English in Use

at large = free, not caught
be in the know = be well-informed
bring to one's knees = destroy, humble
bury one's head in the sand = avoid or ignore reality/responsibility
come to a head = reach a critical point
drop sb a line = send sb a letter
fine kettle of fish = confused state of affairs
get rid of sth = give sth unwanted away
go to any lengths = do anything necessary to get sth you want
have kittens = be nervous/anxious about sth
keep one's fingers crossed = hope that sth will turn out well

keep oneself to oneself = live quietly, privately
make a killing = have a sudden, great success/profit
make light of = treat sth as unimportant
make/earn a/one's living = earn money
on the level = honest/sincere
pull one's leg = tease or trick sb
shed light upon = give new/further information
sleep like a log = be sound asleep
the life and soul of sth = the most lively and amusing person present somewhere
the lion's share = the biggest part/portion
turn over a new leaf = make a new start
with a view to doing sth = with the intention or hope of doing sth

7b English in Use

a night owl = person who enjoys staying up late
be second to none = be the best
cross one's mind = occur to one, have a sudden idea, recall sth
cry over spilt milk = grieve over sth that can't be put right
every nook and cranny = everywhere
feel/be down in the mouth = feel discouraged/depressed
get a move on = hurry up
get on one's nerves = irritate/annoy sb
have an early night = go to bed early
hit the nail on the head = say exactly the right thing
in a nutshell = briefly; in a few words
lose one's nerve = lose courage
make a name for oneself = become famous/respected for sth
make hay while the sun shines = take advantage of favourable circumstances
make money hand over fist = make a lot of money quickly and easily
make one's getaway = escape
moon around = look miserable
null and void = invalid; not legally binding
once in a blue moon = very rarely
put sb's name forward = nominate sb
put words into one's mouth = pretend that sb has said sth that they haven't actually said
slip one's mind = forget about sth
work a miracle = make sth almost impossible happen
give the green light to sth = give permission to proceed with sth

8b English in Use

a bitter pill to swallow = a difficult fact to accept
against all odds = despite the difficulties

be out of practice = lacking practice
come to the point = reach the main point in a discussion
fall into place = become clear
get the sack = be dismissed from one's job
get the wrong end of the stick = misunderstand completely what has been said
golden opportunity = the best chance to gain sth
grease sb's palm = bribe sb
grow out of sth = become too big for sth
have no option but = must; have no choice
in public = in the presence of other people
in the offing = likely to happen
off the point = irrelevant
once and for all = for the last time
out-and-out = complete, total
out in the open = (of secrets) revealed, known
out of print = (of books) not available anymore
out of the frying pan into the fire = from a situation to a worse/similar one
part and parcel of = basic part of
past one's prime = growing old/not at one's best
pop the question = make a proposal of marriage
short and sweet = brief but pleasant (usu ironic)
status symbol = property/possession that shows sb's high social rank wealth etc
take things to pieces = dismantle things
throw a party = have/hold a party
white elephant = useless/unwanted possession

9b English in Use

an unknown quantity = person or thing that one has no experience of
as a last resort = when all else has failed
at close quarters = from a short distance
be in a quandary = be confused; undecided
beg the question = makes people want to ask a particular question
call it quits = give up/stop
cut sb to the quick = deeply hurt sb's feelings
hit the roof = get very angry
in a rut = be stuck in a monotonous routine
in the long run = after a long period of time
it stands to reason = it is logical
keep sth quiet = keep sth secret
know the ropes = know all the details of sth
off the record = unofficial(ly)
on the quiet = secretly
open to debate = not decided/settled
out of the question = impossible
put down roots = settle down
work to rule = adhere strictly to the rules as a form of protest
rack one's brains = think very hard about sth

10b English in Use

a long shot = a wild guess/a risk
 a memory like a sieve = a poor memory
 be all at sea = be in a state of confusion
 be in sb's shoes = be in sb's position
 be in the same boat = be in the same (usu bad) situation
 be the spitting image of sb = look exactly like sb
 be/get soaked to the skin = be/get very wet
 be/have a close shave = barely avoid an accident/a bad situation
 behind the scenes = in secret
 come out of one's shell = gain personal confidence
 does it show? = is it obvious?
 give sb the slip = escape from sb
 go for a song = be sold very cheaply
 go without saying = be a foregone conclusion
 hit the sack = go to bed
 live out of a suitcase = travel often/not have a permanent home
 make quite a scene = become angry in a dramatic way
 on a shoe string = on a very small budget
 pull a few strings = use influential contacts in order to obtain an advantage
 pull one's socks up = make a greater effort
 sleep on it = think about sth
 smell a rat = suspect that sth is wrong
 spill the beans = reveal a secret/the facts
 stand in sb's way = prevent sb from doing sth
 take ... with a pinch of salt = not believe sth completely
 the last straw = the last and worst episode in a chain of bad experiences
 thick-skinned = insensitive

11b English in Use

(by) trial and error = learning from one's mistakes
 be ahead of one's time = have modern ideas
 be (as) thick (as a brick) = be stupid
 be tickled pink = be really pleased
 come to a standstill = not progress/stop
 come to terms with = accept a difficult situation
 for the time being = temporarily
 in a tick = shortly, soon
 in the nick of time = just in time
 kill time = pass time while waiting for sb/sth
 lay the table = prepare/set the table for a meal
 not be one's cup of tea = not suit one's taste
 on second thoughts = having changed one's mind
 out of turn = not in the correct order/time

paint the town red = have a great time
 play truant = stay away from school without permission
 put two and two together = arrive at the truth by looking at facts
 red tape = unnecessary bureaucracy
 take one's time = not to hurry
 through thick and thin = whatever happens
 touch and go = with uncertain result

12b English in Use

be all very well = appear satisfactory but in fact not be
 be on the up and up = improve steadily
 be up and about = have recovered from an illness
 drive (sb) up the wall = make sb angry/annoy sb
 frosty welcome = unfriendly reception
 get out of bed on the wrong side = be in a bad mood
 get wind of = receive information about sth indirectly
 give vent to = express sth freely
 give way to = give in/yield
 not hold water = not seem reasonable or in accordance with the facts
 make a flying visit = make a quick trip
 make waves = cause trouble
 no/little wonder = not surprising
 quick/slow on the uptake = quick/slow to understand
 set in one's ways = fixed in one's habits/routines
 speak volumes = be strong evidence of sb's feelings, merits etc
 under the weather = depressed/unwell
 up and coming = likely to be successful
 ups and downs = good things alternating with bad ones
 wet behind the ears = inexperienced

13b English in Use

an old wives' tale = false belief (usually about health)
 be born yesterday = be easily deceived/naive
 beat sb black and blue = hit sb repeatedly until bruised
 go back on one's word = not fulfil a promise (opp: keep one's word)
 have a yellow streak = be a coward
 not have it both ways = refuse to make a decision between two pleasant things (usu in expression "You can't have it both ways!")
 in the red = owe money to a bank (opp: in the black)
 see red = suddenly become very angry
 green belt = the area on the outskirts of a town adjoining the country

pitch black = very dark
black tie = formal clothing
green with envy = very jealous
green (matter/issue) = concerned with ecology
have words with sb = have an argument
have/keep one's wits about one = be alert and able to deal with difficulties
in deep water = in trouble/difficulty
make sb's day = make sb very happy
see/look at sth through rose-coloured spectacles = see sth from an unrealistically positive point of view
the black sheep of the family = a disgraced family member
the pot calling the kettle black = accusing sb of a fault one has oneself
the year dot = a long time ago
until one is blue in the face = as hard/long as one possibly can (usu without success)
red herring = sth which distracts you from sth important

14b English in Use

(fight) **like cat and dog** = (disagree) violently
 (like) **a bull in a china shop** = behave in a clumsy/awkward way
make a dog's dinner (of sth) = (make) a mess (of sth)
a bear with a sore head = irritated/in a bad mood
a different kettle of fish = a totally different situation etc from the one just mentioned
a dog's life = a difficult, hard life
a fish out of water = sb who feels uncomfortable/in unfamiliar surroundings
a red rag to a bull = action, comment etc liable to provoke sb
a sitting duck = an easy target
as busy as a bee/a busy bee = (sb) very busy
as the crow flies = in a direct line/by a direct route
be in the doghouse = be out of favour, in trouble
dog eat dog = ruthless competition, rivalry
dog-eared = (of books) with the corners bent and turned down through use
donkey work = boring, monotonous work
donkey's years = a long time
kill two birds with one stone = achieve two things with one action
let the cat out of the bag = reveal a secret
like water off a duck's back = having no effect
make a fool of oneself = make oneself look stupid/embarassed/ridiculous
make a mountain out of a molehill = cause a fuss about a trivial matter
no room to swing a cat = no room at all

play cat and mouse with sb = keep sb in a state of uncertain expectation treating them alternatively cruelly and kindly
put the cat among the pigeons = cause trouble/controversy
rain cats and dogs = rain heavily
swim like a fish = swim very well
talk the hind legs off a donkey = talk for a long time, uninterrupted
the rat race = the competitive nature of modern urban life
until the cows come home = for a long time
mutton dressed as lamb = dress in a style younger than/inappropriate to your age
sour grapes = say unpleasant comments because of jealousy
sweet tooth = enjoy eating sweet things
get nowhere fast = make no/little progress
pay sb's way = contribute your share of a bill/budget
white-collar job = office/clerical work
fly on the wall = see/hear sth in a situation which does not involve you
Achilles heel = weakest point of sb's character
wash sb's hands of sb = refuse to be involved with sb

15b English in Use

a pain in the neck = annoying person/thing
be all fingers and thumbs = be awkward, clumsy
get cold feet = lose courage to do sth
give sb the cold shoulder = ignore/shun sb
have a cheek/nerve = act/speak boldly or impudently
have a sharp tongue = tend to say unkind or hurtful things
have an eye for = be a good judge of sth
look down one's nose at sth/sb = feel/act superior to sb
lose one's head = lose self-control
put one's heart and soul into sth = be devoted to sth
tongue in cheek = not serious, ironic
tooth and nail = fiercely
turn a blind eye to sth = ignore
not lose any sleep over sth = not worry about sth
jack of all trades = sb who is able to do a variety of jobs
a storm in a teacup = a lot of fuss about sth that is not important
bring sth home to sb = make sb understand how important/serious sth is
bite off more than sb can chew = try to do sth which is too difficult
in clover = living a luxurious/comfortable life
face the music = be criticised/punished for sth you have done

Appendix 3

WORDS OFTEN CONFUSED

abduct = to take away (a person) unlawfully, often by force

accomplice = sb who helps another, usu in crime or wrongdoing

accomplish = to do sth successfully (**accomplish** a goal/task)

acquaintance = person who one knows but who is not a close friend

acquire = (formal) to obtain for oneself (a skill, habit etc); develop/learn

He **acquired** a profound knowledge of the language by careful study.

adventurous = (positive) enthusiastic about doing new things or exploring new places

She'd always dreamt of an **adventurous** life in the tropics.

affect = to produce a reaction, usu negative

The nuclear leak has **affected** all the farmers' crops.

affinity = relationship, similarity or connection

affluent = wealthy and able to spend a lot of money

afford = to have enough money to buy sth

aggravate = to make sth worse

ally = sb who supports/helps another esp in war

amaze = to surprise sb (usu in a positive way)

He was **amazed** by her intelligence.

apt = (to do sth) likely to do sth, behave in some way (**apt** to be careless)

associate = colleague

assure = to tell sb with confidence

astound = (usu passive) to surprise or shock sb, usu in a negative way, so they are unable to think/react

She was **astounded** by the news of the crash.

attain = to reach a particular level, usu with difficulty (**attain** a mark of 100%)

attend (to) = to be with and take care of sb/sth, usu in a professional capacity

The patient was **attended (to)** by several specialists.

authentic = with known and proved origins

babble = to talk incoherently

bank = land on the edge of a river

bar = to obstruct esp intentionally

(be) flabbergasted = (to be) extremely surprised by sth

beach = seashore area with sand or stones, usu where people go to sunbathe

beget = to cause sth to happen or be created

Economic tensions **beget** political ones.

betray = to be disloyal; to break a moral obligation (sb's trust, confidence etc)

bite = to wound with the teeth (a dog **bites**)

bleat = to cry out in a high-pitched voice; to make sounds similar to sheep, goats etc

block = to be in the way of sth/sb; to obstruct

The road was **blocked** by an overturned lorry and we couldn't pass.

border = dividing line between two countries

boundary = dividing line between two private areas (between two farmers' fields, between two gardens)

break off = to come off or remove by force; to stop speaking; to end a relationship

breed = to keep animals for the purpose of producing young

breed = type of animal which is of pure race usu dogs, cats or horses (Siamese cats, Alsatian dogs)

brim = point at which sth is full (**brim** of a bowl)

bring to trial = to take a criminal case to a court of law to be examined

bring up = to look after and educate until fully-grown

calamity = misfortune or disaster, usu on a smaller, more personal scale than a cataclysm

cast = to throw; to let fall (stones, shadow)

caste = group of people linked by rank, wealth, social position, usu in India (of a high/low social **caste**)

cataclysm = violent disaster on a larger scale (war, volcanic eruption etc)

catastrophe = sudden disaster or misfortune

cause = sth which produces an effect; a person, thing or event that makes sth happen (cause and effect)

censor = to examine official letters or the media with the intention of removing any information regarded as secret or offensive/unsuitable/inappropriate

charge with = to accuse of a criminal act, esp by the police

chat = to talk to each other in an informal and friendly way

chatter = to talk quickly and continuously, usu about unimportant things

check = to make sure that sth is correct or satisfactory

chip = (tr) to break a small wedge-shaped piece off the edge of an object

chip = (n) a small piece of sth

chop = to cut sth into pieces with strong downward movements of a knife or an axe

clothed = wearing clothes

She was **warmly clothed**.

clutch = to hold sth tightly, usu against one's body

She **clutched** her bag nervously.

coach = to train/teach esp for a specific purpose, examination or sport

coast = area next to the sea

collect = to gather; to get a large number of things because they interest you

comfortable = (informal) having enough money for a good standard of living (comfortably off)

commence = (formal) to begin

*The Prime Minister will **commence** his tour on 11 April.*

commodities = products exchanged in trade, usu on an international basis; a valuable quality

complain = to find fault, to make one's grievances known officially or unofficially

confide = to tell sb sth in secret

confirm = to provide (usu written) evidence as to the correctness of sth

*An ID card can **confirm** your identity.*

connection = relationship between two things, people or groups

consign = to hand over/give up or send sth, esp in trade

conspicuous = easily seen; noticeable; attracting attention

constant = repeated many times, usu in a regular manner

continually = repeatedly; regularly; frequently

continuously = without stopping

*She has worked with us **continuously** since 1990.*

control = to keep sth within limits by force (**control** children/public spending)

copy = to produce sth that looks like the original thing

crack = to (cause to) break without dividing into separate parts

*Don't pour hot water into the glass or it will **crack**.*

critical = of decisive importance

*This operation is **critical**; without it the patient might die.*

criticise = to express one's disapproval of sb/sth and indicate what's wrong with them

*His employer **criticised** him for not being punctual.*

crucial = very important, usu in determining sth or resolving a problem

crumb = small part of a larger object, esp bread, cake etc

cube = square-shaped piece of sth (wood, sugar, meat)

cuddle = to hold firmly and lovingly in one's arms

curb = to control/keep sth within limits

*Inflation needs to be **curbed** otherwise we are in for an economic crisis.*

cure = (tr) to successfully treat; to restore to health

damage = to destroy something in part causing loss of value

*My carpet was **damaged** in a flood.*

decline = (formal) to refuse, usu an invitation or offer (to **decline** an invitation to a banquet)

decompose = (intr/tr) to (cause to) go bad, esp of flesh; to decay

deduce = to reach a conclusion because of other things that you know to be true

deny = to say that one knows nothing about sth (**deny** all knowledge of sth)

derive = to get/receive sth from sth/sb else (derive great pleasure from sth/doing sth/sb)

diminish = (tr/intr) to reduce in size, importance or degree

disallow = not allow or accept sth officially, because it has not been done correctly

*Our team scored again, but the whistle had gone and the goal was **disallowed**.*

disappear = to be lost, to no longer be seen

disaster = sth which results in great harm, loss or damage

disclose = to show sth that was previously concealed; to make sth known; to expose sth secret

disperse = (tr/intr) to break up (a group of people or a thing) and move its components away in various directions (used esp with the police)

*Many arrests were made as the police attempted to **disperse** the rioters.*

distinguished = marked by excellent quality or deserved fame

divulge = to give away secret information, esp personal (a secret, a source etc)

dodge = to avoid an object by a quick sideways movement

drudgery = tedious, physical work, usu unrewarding and of an unskilled nature (cleaning)

duck = to avoid an object by a quick downwards movement

dwelt = (formal) to live in a place

*He is concerned for the fate of the tribes who **dwelt** in the forest.*

dweller = person or animal that lives in a(n) environment/location

dwindle = (intr) to gradually become smaller in number or amount

*Supplies are **dwindling**.*

earn (money, praise) = to receive sth in return for work that you do; to get sth because you deserve it

elevated = very important or of very high rank

*The success of his latest novel has given him a certain **elevated** status.*

eminent = well-known and respected, especially for being good at one's profession

emulate = (formal) to imitate sb because you admire them

enhance = to improve; to add to the beauty of sth

*The sunshine **enhanced** the golden colour of her hair.*

entrust = to put sth/sb in the care of sb else

essential = extremely important; necessary

eternally = endlessly; often used metaphorically for emphasis (**eternally** grateful)

evade = to avoid doing sth one is supposed to do or to avoid answering a question, often by deception

exclude = to keep sb out from somewhere; to leave sb out from among the rest; decide/prove that sth is not worth considering

exploit (sb/sth) = to treat sb unfairly; to use sth in order to gain an advantage from it

expunge = to remove sth completely because it causes problems or bad feelings
His divorce was an experience he had tried to expunge from his memory.

extract = to take or pull sth from a place/remove sth (**extract** a tooth); to obtain sth by using industrial or chemical processes (to **extract** coal); to select some information from a larger amount or source of information (a speech, a text, archives, a selection of poems)

extravagant = (object) sth that costs more money than you can afford or sth which is beyond what is reasonable; excessive (an **extravagant** lifestyle, gift)

extricate = to free yourself or another person from a difficult, serious situation
This is the last attempt by the country to extricate itself from its economic crisis.

exude (a quality or feeling) = to show that sb has it to a great extent

fade = to become less clear gradually

fake = to make sth seem genuine although actually false

familiarise (yourself with sth) = to learn about sth and start to understand it

famous = very well known

fee = charge asked by a professional for a service

fling = to throw sth using a lot of force

foolhardy = foolishly brave/bold/daring
It is foolhardy not to wear a helmet on a motorbike.

forbid = to order sb not to do sth, not allow sth to be done
The constitution forbids the military use of nuclear energy.

fundamental = absolutely necessary; important; essential

gain = to obtain (**gain** power/weight)

gather (information, evidence) = to collect especially over a period of time and after a lot of hard work

generate = to cause sth to begin and develop; to produce (esp results)
The scientist's talk generated further discussion of the issue.

genuine = (object) what it seems to be, (person) sincere and honest

get legal aid = to take money given by the government or another organisation to people who cannot afford to pay for a lawyer

get on at = (informal) to continually nag or tell sb to do sth

gimmick = unusual thing used in advertising to attract publicity (sales **gimmick**)

glide = to move smoothly and easily over a surface

glimpse = to have a passing view of sb or sth

goods = things for sale

gossip = to talk about other people's private affairs

grab = to take sth quickly, often with violence or for a selfish reason (children **grab** sweets)

grasp = to hold sth firmly (to **grasp** a child by the hand)

grate = to shred small pieces off sth (cheese, carrots) by rubbing against a rough surface

grave = important, pressing and usu worrying
I received some grave news about my brother's health and had to fly back home immediately.

grind = tedious, physical work
Factory work is a grind.
NB: used in expression **back to the grind** = return to work after a break

grow (a plant) = to put seeds or young plants in the ground and look after them as they develop

grow = to become or cause to become bigger

grumble = to find fault continually and in an ineffective, bad-tempered way over trivial things (old men **grumbling** about youth today); sound of thunder or a hungry stomach

guarantee = to promise something will definitely happen
Our company guarantees to refund your money if you are not satisfied with the product.

harass = (formal) to continually and unfairly annoy and cause trouble to sb

hard-up = (informal) short of money (**hard-up** students)

harm = to have a generally bad effect on sth, not necessarily a physical effect (**harm** a friendship)

heal = (tr/intr) to cure; to get better, improve

heave = to push, pull or lift sth using a lot of effort

heighten = to become greater, more acute esp emotions
Tension between the police and local residents heightened last night.

hinder = to delay or prevent the progress of sth
She was hindered from her work by John's incessant questioning.

howl = to cry, esp of dogs; to cry with pain

huddle = to lie close to sb/sth in a confined space, usu for protection from adverse conditions
The children huddled together in the corner of the room to keep warm.

imitate = to behave in exactly the same way as sb else

impair = to make sth weaker or imperfect
Loud music impairs your hearing.

impede = to make sth difficult to do

impervious = not being affected or influenced by someone's actions (**impervious** to criticism, suggestions)

impress = to produce a lasting, positive effect

incessant = extending without interruption for an indefinite period of time; often used negatively to express irritation

influence = to cause sb to think/act in a particular way

inhabit = to live in a place or region

inhabitant = person who lives (permanently) in a region or town

inhibit = 1) to prevent or slow down;
Thirst **inhibited** the desire to eat.
2) to render sb unable to express what they really feel or do what they really want
The newcomers were too **inhibited** to laugh freely.

injure = to cause physical harm to a person/animal

inspect = to examine sth thoroughly

instigate = to start by urging or inciting

instinctive = resulting from instinct (an **instinctive** act; **BUT NOT** an **instinctive** person)

instruct = to give knowledge or information to sb in a methodical manner

intensify = to become stronger, more intense

intervene (of events) = to happen suddenly in a way that stops, delays, or prevents sth from happening

labour = physical work, usu used with the adjectives "physical" or "manual"

launch = to cause sth to begin, esp an activity, campaign etc

lavish = (object) sth that is very elaborate and impressive and a lot of money has been spent on it (**lavish** party, costumes)

lean = (complimentary) healthily thin, without fat (also of meat)

learn = to obtain knowledge or a skill through studying or training

liable = (to do sth) likely to do sth specific
He's **liable** to be late tomorrow.

maintain = (a building, a machine) to keep it in good condition by regularly checking it and repairing it when necessary

make redundant = to dismiss sb (usu large numbers) from their job(s) due to financial problems, or because one's job is no longer necessary

manage = to succeed in doing usu sth difficult or demanding

memorise = to learn sth by heart (usu a poem, grammar rule etc); to commit sth to memory (**memorise** facts and figures)

merchandise = (formal) products for sale

mince = to cut with a machine into very small pieces (meat)

moulder = to decay slowly

nag = to keep asking sb to do sth they have not done yet or do not want to do
She never stops **nagging** him about staying out late.

natural = not man-made

nestle = to settle comfortably in a secure place

noteworthy = interesting; remarkable; worthy of attention

nurture (a young child, or young plant) = to care for it while it is growing and developing

object = to express your dislike or disapproval of sth

obstruct = to be in the way of sb/sth

ongoing = sth which began in the past and seems unlikely to stop in the near future (**ongoing** problems)

(out of) bounds = (of) an area where you are not allowed to go

pale = to become lighter in colour

peer at = to look at sth closely or with difficulty, due to poor eyesight or in darkness

perpetually = lasting for a long indefinite time without interruption; continually

pester = to annoy sb, esp with repeated requests for sth
A colleague has been **pestering** her for money.

pile (things) = to position objects one on top of another; to form a pile
He **piled** the boxes one on top of the other.

pilfer = to steal things of small value

pinch = (informal) to steal an object

plot = a plan to do sth secretly (**plot** against the enemy)

practise = to perform an action repeatedly or do exercises regularly in order to gain skill (a musical instrument)

prattle = to talk a great deal without saying anything important

present (information) = to give it to people in a formal way

prestigious = respected and admired by people

prick = to cause pain by piercing with a sharp point (a pinprick)

problem = a situation that is unsatisfactory and causes difficulties for people

profit = to gain, esp money

prohibit = to forbid by law or rule
Smoking in this area is **prohibited**.

prone = (to sth, often unexpected) likely to suffer from (prone to accidents)

provoke (a reaction) = to cause a reaction

pull out = (of troops) to withdraw from an area; (informal) to extract (a tooth)

punch = to hit with a clenched fist

put up with = to tolerate sb or sth
I couldn't **put up with** the noise anymore.

reach = to arrive in/at a place (**reach** London)

real = true as opposed to false

Appendix 3

rear = at the back of sth
reassure = to put sb's mind at rest when they are worried about sth
reckless = (negative) liable to do dangerous things without considering the consequences (**reckless** driving, act)
recollect = (no passive voice) to remember (**recollect** doing sth/sb's name/face)
reduce = (tr/intr) to make or become less in number, size, degree (**reduce** the volume, **reduce** the price)
reel = to move about in an unsteady way as if one is going to fall
reference = (in the expression **in/with reference to**) = used to indicate what sth relates to/in connection with
refuse = not to agree to do sth
reject = to refuse sb's application; to turn down an offer, invitation
relation = (object) connection; (person) a member of one's family
remarkable = worth speaking of; unusual
remedy = (tr) to put right, usu of situations
remember = to keep a fact/event in one's long-term memory (**remember** your childhood/to do sth)
remind = to tell sb to do sth so that they don't forget
Remind me to pay you back the £10.
reminisce = to think with fondness about past events
*She was **reminiscing** about her wedding day.*
renounce = to officially give up a claim, rank or title; refuse to associate with or acknowledge sth/sb
*He **renounced** his former business partners.*
reside = to have one's home at/in a place
*Ruth **resides** with her mother in a London suburb.*
resident = person who lives in a house, block of flats, area or country
resign = to give notice and leave a job
restrain = to stop sb from doing what they intended or wanted to do; prevent yourself from showing an emotion
retire = to leave a job at retirement age (usu 60 or 65 years) or due to constant illness
retract = to take back officially a statement or announcement
*The politician had to **retract** the statement to avoid a scandal.*
reveal = to let out a secret or scandal; to make sth known
*He removed the cover and **revealed** his wife's portrait.*
revoke = to cancel or withdraw sth (**revoke** a license, a law, a document, (the) right(s))
rich = (of food) full of ingredients which may be difficult to digest
rim = edge of sth circular
*The **rim** of my spectacles is gold.*

rip off = (informal) to steal from a person
rot = (intr/tr) to (cause to) decay because of bacteria etc, esp of vegetation
ruin = to damage sth so that it is useless
sack = (informal) to dismiss sb from their job due to their failure to carry out duties properly
salary = fixed payment for work, made at regular intervals
scam = an illegal trick usu aiming at getting money from people or avoiding paying tax (an insurance scam)
scamper = (esp children and animals) to run quickly, usu playfully
scan = to look at sth quickly, usu from top to bottom, looking for particular information
scatter = (tr/intr) to throw many things in a random manner; (with groups of people) hurriedly and randomly disperse in all directions
*The farmer **scattered** the seeds over the field. Suddenly the crowd **scattered**.*
scrutinise = to look closely and carefully at sth
sect = closely bound religious group
seize = to take sth quickly, often with violence (**seize** the bank's takings)
sensitive (to sth) = likely to show understanding and awareness of other people's needs, problems or feelings
settle = to start living in a place permanently
settler = person who has come to live in a (previously uninhabited or developing) country or area
shatter = (tr/intr) to break (usu glass or china) into hundreds or thousands of pieces
shirk = to avoid work because of laziness
shore = land right on the edge of the sea
*A boat comes **into shore**.*
shove = to push (sth) forward with a strong, usu careless, motion
show (sb how to do sth) = to do sth yourself so that sb can watch you and learn how to do it
shred = to cut into thin strips
shrink = (tr/intr) to become or make smaller in size due to water or heat
*Meat **shrinks** while being cooked.*
significant = of importance and meaning
skid = (usu with vehicles on roads) to slide along a surface uncontrollably while trying to stop
skinny = (uncomplimentary) very thin
slap = to hit with the palm of one's hand
slender = (complimentary) attractively thin, esp of women
slide = to move smoothly but unintentionally over a surface
slim = (complimentary) not fat (NB: **slim chance** = slight possibility)

slink = to move secretly and quietly esp when afraid or ashamed
slip = to slide suddenly without intention
I slipped on the wet pavement and fell over.
slither = to move in a sliding way like a snake
silver = a small, thin piece or amount of sth
smack = to hit with the palm of one's hand, esp a child as a punishment
smash = (tr/intr) to break violently and often deliberately into pieces
He smashed his jawbone in a crash.
snap = (tr/intr) to break suddenly esp with a sharp cracking noise
She snapped the biscuit in half and we shared it.
snare = a trap intended usu to catch an animal (a rabbit snare)
snarl = to make an angry noise while showing the teeth, esp of dogs etc
snuggle = (esp up) to lie in comfort close to sb/sth
The baby snuggled up to its mother under the blankets.
sprinkle = (tr) to drop sth in fine quantities
She sprinkled sugar over the cake.
stab = to wound by striking with a knife or dagger
stagger = to walk very unsteadily, (esp when you are ill or drunk)
steady = continuing in a regular manner
I have a steady job and am financially secure.
stem from = to have as origin
Her interest in flowers stems from her childhood in the country.
sting = to cause pain to sb where a sharp part of an animal or insect, (usu covered with poison), is pushed into one's skin (bee's sting, jellyfish sting)
stipend = income (esp of clergymen)
stock = the total amount of goods a shop has available to sell
strew = (tr) to drop things over a surface, esp in an untidy or careless manner
strike = to hit, esp for emphasis and added emotion
strut = (often derog) to walk in a proud way, with even steps
stumble = to take steps awkwardly while you are walking or running and nearly fall over
stunt = to keep sth/sb from growing properly (a stunted plant, stunted growth)
summon = to order officially sb to appear in court
supplies = food ingredients and other essential things that people need, especially when these are provided in large quantities
support = to have enough money to provide food, clothing etc for dependents (support a wife and children)
surprise = to create a feeling caused by sth unexpected

susceptible = (to sth) likely to be affected by sth (negative)
He's susceptible to fits of anger.
sway = to influence others' opinions so they turn from a given course
Don't try to sway me. I'm determined to take the job.
swipe = to steal sth very quickly while sb is not looking
take (sb) aback = (informal, usu passive) to surprise or mildly shock sb
I was taken aback by his behaviour.
take = to get
take legal action = an expression used to indicate that a person or company is willing to start, or has started, general legal proceedings over a matter often used as a form of threat
take sb to court = to take legal action against sb, used esp as a direct legal threat
teach = to give knowledge of a particular subject to someone
Mrs Jones teaches French at a secondary school.
tease = (usu of children) to laugh at or make fun of in an unkind way
He was teased at school for being fat.
temper = to make sth less strong or extreme (temper your voice)
tend = to take great care of sb/sth (a garden, a wound)
throw = to launch through the air, esp using the hand and arm
thrust (sth or sb) = to push sth or sb quickly with a lot of force
tight = (informal derog) not willing to spend money
to be clad (in) = (archaic) to be dressed in
to be dressed (in) = to be wearing sth, usu for a particular occasion
toll = tiring physical work (usu used as a verb)
He tolled in the fields all day.
toss = to throw into the air, esp of coins, pancakes etc
tote = to carry
totter = to move in an unsteady way from side to side as if about to fall
treat = (tr) to give medical attention to
tribe = group of people of the same race living as a community, esp in nomadic or primitive cultures
trouble = difficulty, worry, anxiety, annoyance etc
try = (usu passive) to examine in a court of law
They are being tried for murder
twitter = to make a sound like a bird
unpack = to take sth out of a box or parcel (a suitcase/clothes)
unveil = to officially uncover sth, usu a statue
unwrap = to take the paper off the outside, usu of a present

valid = sth which can be used and will be accepted by people in authority (a **valid** document, ticket)
vanish = to disappear suddenly
verge = point just before sth begins (the **verge** of war)
vital = extremely necessary
wages = weekly payment for regular work
ware = manufactured goods of a particular type
(silver)ware
wares = (old-fashioned) things for sale, usu of a travelling salesman

waste = (intr/v) to grow weak and small; to use badly
wealthy = having a lot of material possessions and money; rich
wear = (v) to be dressed in (sth)
well-off = (informal) fairly wealthy
whack = to hit with a blow making a loud noise
whine = (usu of children) to complain in an annoying way and in a high-pitched voice
withstand = to endure sth without being badly damaged or collapsing (**withstand** bad treatment)

Group 1 - A

abashed by/at sth (adj)
abide by (v)
abscond (with sth) from somewhere (v)
absent from (adj)
absorbed in (adj) (+ noun/gerund)
absorption by (n) (= action of being absorbed by)
absorption in sth (n) (= fascination for)
abstinence from sth (n)
abstain from sth (v)
(in) abstraction (of sth) from sth (n)
abuse of (n)
acceptable to sb (adj)
access to sth/a place (n)
accompanied by sb (adj)
accord with (v)
according to (prep)
account for (v)
accuse sb of sth (v)
accustomed to sth (adj) (+gerund)
acquaint sb with sth (v)
acquainted with sb (adj)
acquit sb of sth (v)
act for (v) (= on sb's behalf)
act of (n) (= do as advised)
act on (v) (= as a result of sth)
addicted to sth (adj)
addiction to (n)
adequate for (adj)
adhere to (v)
adjacent to (adj)
adjust to (v)
admission of (n) (= confession)
admission to/into (n) (= permission to enter a place, join a group, club etc)
admit to (v)
advantage over sb (n) (= better position than sb)

advise sb against sth (v) (= advise sb not to do sth)
advise sb of sth (v) (= inform sb about sth)
advise sb on sth (v) (= give suggestions)
affectionate towards (adj)
affinity with sb/sth (n)
afraid of + noun (adj) (spiders, the dark etc)
afraid to + verb (adj) (look, swim etc)
age of (n)
agree on sth (v) (= to reach a decision with others)
agree to (v) (= agree to do sth or allow sb else to do sth)
agree with sb about sth (v)
agree with sth (v) (= to approve of sth)
agreeable to sb/sth (adj)
ahead of (adj)
aim (sth) at (v)
allergic to sth (adj)
allusion to (n)
amazed at/by (adj)
amenable to (adj)
amount of sth (n)
amount to (v)
amused at/by (adj)
angry at sb (+ gerund) (adj)
angry with sb about sth (adj)
animosity towards (n)
annexe to (n)
annoyed at/about sth (adj)
annoyed with sb (adj)
answer to (n)
antipathetic to (adj)
anxious about/for sth (adj)
anxious for sb (adj)
apologise to sb for sth (v)

apparent in/from sth (adj)
apparent to sb (adj) (= clear, obvious)
appeal to sb (v)
apply to sb for sth (v)
appreciative of (adj)
apprehensive of/about (adj)
approve of (v)
aptitude for (n)
argue about sth (v) (= to disagree about sth)
argue for/against sth (v) (= give reasons why/why not sth should be, happen etc)
argue with sb (v)
arrest sb for sth (v)
arrive at (v) (a fixed address, a small place, conclusion)
arrive in (v) (a large area, country)
ashamed of (adj)
ask (sb) about (v) (= ask for information about sth)
ask (sb) for (v) (= say that you would like sth)
assault on (n)
assigned to (adj)
associate (sth/sb) with (v)
assure sb of (v)
astonished at/by (adj)
attached to (adj)
attempt on (sb's life) (n)
attend to sth/sb (v)
attendance at (n)
attitude to/towards (n)
auxiliary to (adj)
averse to (adj)
aversion to (n)
avoidance of (n)
aware of (adj)
awkward at/with (adj) (at dancing etc/with one's hands etc)

Group 2 - B

back out of (v)
bad at sth (adj)
bad to sb (adj)
bags of (n) (+ noun)
ban on sth (n)
barter for (v)
base sth on (v)

bash in/up (v)
basis for/of (n)
bear with sb (v)
bearer of (n)
(make a) beeline for (n)
beg (sb) for (v)
begin by (+ gerund) (v)

begin with (+noun) (v)
belief in (n)
believe in (v)
belong to sb (v)
benefit from (v)
benefit of (n)
bet (sth) on (v)

beware of (v)
bit of (n)
blame sb for sth (v) (but: put the blame on)
boast of/about sth (v)
book into (v)

Group 3 - C

campaign for (n)
capable of (adj)
care for sb/sth (v) (= like, look after)
(take) care of sb/sth (n)
care about sth (v) (= be concerned about)
(in) care of sb (n)
careful about (adj) (= take care when doing sth)
careful of (adj) (= avoid danger to oneself)
be careful of the dog
careful with (adj) (take care not to do harm to an object)
careless about/of (adj)
centre of (n)
certain of (adj)
challenge sb to sth (v)
change in/to (v) (= become sth else)
change sth for sth (v) (replace with)
changeable towards (adj)
characteristic of (adj)
charge at (v) (= rush towards)
charge sb with (v) (= accuse of)
cheque for (money) (n)
choice between (two things) (n)
choice in (a matter) (n)

Group 4 - D

dabble in/at sth (v)
damage to (n)
damaging to (adj)
danger of (n)
(make a) dash for (n)
date from (v)
deaf in (adj) (one ear)
deaf to (adj) (sb's arguments)
deal in (v) (= have a business involving particular things)
deal with (v) (manage sth)
dear to (adj)
death by (n)
decide about (a plan etc) (v)
decide on (v) (an object)
He couldn't decide on which car to buy

bored with/by (adj)
borrow sth from sb (v)
bother about/with (v)
bottom of (n)
breach of (n)
break into/out of (v)

choice of (n) (a number of things)
clever at (+ gerund) (adj)
clever with (adj) (hands, tools etc)
close to (adj)
coax sb into (v)
coincide with (v)
collaborate with sb on sth/in (v) (+ gerund)
collide with (v)
comment on (v)
communicate with (v)
compare with/to (v)
complain to sb about/of sth/sb (v)
compliment on (v)
comply with (v)
concentrate on (v)
concern about (n)
confidence in (n)
confident of (adj)
confine to (v)
confusion about (n)
congratulate sb on sth (v)
connected to (adj)
connection between (n)
conscious of (adj)
consent to (v)
consist of (v)

brilliant at (adj)
bump into (v)
burst into (v)
busy with (adj)

consistent with (adj)
consult sb on/about sth (v)
consumption of (n)
content with (adj)
contrary to (adj)
contrast with/to (v)
contribute to (v)
control of/over (n)
convert to/into (v)
convince of (v)
cope with (v)
correction of (n)
correspond with (v)
count on sb for sth (v)
cover in/with (v)
crash into (v)
craving for (n)
crazy about (adj)
crime against (n)
crowded with (adj)
cruel to (adj)
cruelty to (adj)
cry about (sth which has happened) (v)
cry for (sth you want) (v)
cure of (v)
curious about (adj)

decline in (n)
decline to (v)
decrease by (v) (a certain amount)
decrease in (v) (size, number)
decrease in (n)
dedicate to (v)
deep in sth (adj)
(in) default of (n)
defer sth (to sth) (v)
deficiency of/in (n)
deficient in (adj)
delay in (n)
delight (sb) with/in sth (v) (= entertain/amuse sb with)
delight in (v) (take pleasure in)
delighted with (adj)

demand for (n)
demand sth from (v)
depart from (v)
depend on/upon (v)
deposit in (v) (the bank)
deposit on (v) (the ground)
deputise for sb (v)
derive from (v)
descended from (adj)
deserted by (adj)
desire for (n)
despair of (v)
destined for (adj)
destructive to (adj)
determined about (adj)
detrimental to sth (adj)

deviation from (n)
 devoid of (adj) (+ noun)
 devotion to (n)
 die from (v) (a wound)
 die of (v) (illness, hunger etc)
 differ from sth (v) (= be unlike)
 differ with/from sb on/about sth (v)
 (= have a different opinion)
 difference between (n) (two or more things/people)
 difference of (n) (amount, opinion)
 different from (adj)
 difficulty in (n) (+ gerund)
 difficulty with (n) (+ noun)
 diffident about (adj)
 diligence in (n)
 direct (sth) at/towards (v)
 disadvantage in (n) (situation)
 disadvantage of (n) (+ gerund or noun - weakness, poverty etc)
 disagree with sb on/about sth (v)
 disappointed with/by/in (adj)
 disapprove of (v)

disbelieve in (v)
 discharge from (v)
 discourage from (v)
 discrimination against (n)
 discrimination in favour of (n)
 discussion about (n)
 disgruntled at/about (adj)
 disgusted at/by/with oneself/sb/sth (adj)
 dislike for sb/sth (n)
 dismiss sb from (v)
 displeased with sb/sth (adj)
 dispose of sth/sb (v)
 disqualify sb from sth (v)
 disregard for/of sb/sth (n)
 dissatisfied with/at sb/sth (adj)
 distaste for sb/sth (n)
 distinguish between (v)
 distracted by (adj) (a disturbance)
 distracted from (adj) (what one is doing)
 dither about sth/doing sth (v)

divide sth among (v) (more than 2 people/things)
 divide sth between (v) (2 people/things)
 divide sth by (v) (another number)
 divide 4 by 2
 divide sth into (v) (parts)
 divide the cake into 6 parts
 divisible by (adj)
 do sth about sth (v)
 doubtful about/of (adj)
 dream about (v)
 dream of (v) (= imagine)
 drive into/from/to/at/in/with/against/in/about/for etc (v)
 due for (adj) (= deserving sth)
 due to (adj) (= because of)
 due to bad weather
 dust (sth) off (v)
 dwell in/at (v) (= live in/at a place)
 dwell upon/on (v) (= think about, usu sth unpleasant)

Group 5 - E

(at the) expense of (n)
 eager for (adj)
 economise on (v)
 efficient at/in (adj)
 eject (sb/sth) from (v)
 elated at/by (adj)
 eligible for (adj)
 elope with sb (v)
 emanate from sth/sb (v)
 embark on/upon (v)
 embroil (sb) in sth (v)
 emerge from (v)
 emphasis on (v)
 empty sth out of/into/onto sth (v)
 encounter with sb/sth (n)
 encourage sb in sth (v)
 end sth with sth (v)
 engaged in (adj) (= busy with)
 engaged to sb (adj) (= promised to marry sb)
 engagement to (n)
 engrossed in sth (adj)
 enlist (sb) as/in/for sth (v)
 entice sb away from sth (v)

entitle (sb) to (v)
 entranced by/with (adj)
 entry into/to sth (n)
 entwine (sb/sth) with/in/round sth (v)
 envious of sb/sth (adj)
 envy of sb - at/of sth (n)
 equal to sb/sth (adj)
 equivalent to sth (adj)
 escape from sth (v)
 essential to/for (adj)
 establish oneself as sth (v)
 (= take position/office)
 establish oneself in (v) (place)
 evacuation of (n) (+ noun)
 evocative of sth (adj)
 excellent at (adj) (cooking etc)
 excellent with (adj) (a sword etc)
 exception to (n) (+ noun)
 excited about/by (adj)
 exclaim at/about (v)
 exclude (sb/sth) from (a place or activity) (v)
 exclusion of sb from sth (n)

excuse for (n)
 excuse sb for sth (v) (= forgive sb for sth)
 excuse sb from sth (v) (= free sb from a duty, requirement, punishment)
 exempt from sth (adj)
 expel sb/sth from (a place) (v)
 experienced in (adj) (activity)
 experienced with (adj) (tools, weapons)
 experiment on (v) (animals etc)
 experiment with (v) (methods etc)
 expert in/at/on (adj) (activity)
 expert with (adj) (tool, weapon etc)
 explain sth to sb (v)
 exposed to (adj)
 expressive of (adj) (one's mood)
 expressive with (adj) (one's hands, voice etc)
 exult at/in sth (v)

Group 6 - F

fabric of (sth) (n)
 faced with (adj)
 failure in (n)

faith in sb/sth (n)
 faithful to sb/sth (adj)
 fall from (n) (a height)

fall in (n) (prices, popularity)
 famed from sth (adj)
 familiar to sb (adj)

famous for (adj) (one's actions)
 famous in (adj) (a country etc)
 fatal to/for sb/sth (adj)
 fatten (sth/sb) up (v)
 favourable for/to sb/sth (adj)
 fear of (+ noun) (n)
 feature at (v) (the cinema)
 feature in (v) (a magazine)
 feature on (v) (TV)
 fetch sth for sb (v)
 feud with sb over sth (v)
 fiddle with sth (v)
 fiddle around/about (v)
 fidelity to sb/sth (n)
 fidget about/around (v)
 fight with sb about sth/against sth (v)
 filled with (adj) (+ noun)
 film of (n)

Group 7 - G

(be a) genius at (n) (subject)
 (be a) genius with (n) (tools etc)
 (have a) genius for sth/doing sth (n)
 gain by/from (+ gerund) (v)
 gap between (n) (2 things)
 gape at sb/sth (v)
 gargle with sth (v)
 garnish with sth (v)
 gash in/on sth (n)
 gather round sb/sth (v)
 gaze at/upon (v)
 generosity to/towards (n)
 generous with sth (adj)

Group 8 - H

(be in the) habit of (n)
 haggle with sb about/over sth (v)
 hand on/over (v)
 handy for sth/doing sth (adj)
 hanker after/for sth (v)
 happen to/upon (v) (= come across by chance)
 happy about (adj) (situation)
 happy in (adj) (a new house etc)
 happy with sth/sb (adj)
 harmful to (adj)

Group 9 - I

identical with/to sb/sth (adj)
 ignorant of (adj)

fine sb for sth/doing sth (v)
 finish (sth) off (v)
 finish by (v) (+ gerund)
 finish with (v) (+ noun)
 firm (sth) up (v)
 fish for sth (v)
 fit for/to (adj)
 fit in/into (v) (be comfortable with a particular group of people etc)
 fit into (v) (= go into the right place)
 fixation on/with sb/sth (n)
 flair for sth (v)
 flake off/away from (v)
 flee from sb/sth (v)
 flirt with sb (v)
 flock of (n)
 flow from/out of/into (v)
 flow of (n)
 fond of (adj)

gibe at/about sb/sth (v)
 giggle at (v)
 glance at (v)
 glare at (v)
 glee at sth (n)
 glisten with sth (v)
 glitter with sth (v)
 gloat about/over (v)
 glower at sb/sth (v)
 good at sth (adj)
 good for sb (adj) (= good influence on sb)
 good to sb (adj) (= kind to sb)
 gracious to sb (adj) (= kind to sb)

harmonise with (v)
 hazard to (n)
 Ice is a hazard to motorists
 heap sth up (v)
 hear about/of sth (v) (= receive information about)
 hear from sb (v) (= receive a letter, a telephone call from sb)
 heat sth up (v)
 heir to sth (n)
 hesitate about/over (v) (doing sth)

forget about (v)
 forgive sb for sth (v)
 fortunate in (adj) (+ gerund)
 fraternise with sb (v)
 fraught with (v) (problem, risks)
 free sb from sth (v)
 freedom from (n) (chains, problems)
 freedom of (n) (speech, action)
 freshen (sth) up (v)
 fret about sth (v)
 friendly to sth (adj) (= not harmful to sth)
 friendly with (sb) (adj)
 frightened of/by sth + gerund (adj)
 frown at sb/sth (v)
 frown with (v) (anger, confusion etc)
 full of (adj)
 furious with sb about sth (adj)

graduate from (v) (university)
 graduate in (v) (subject)
 grapple with sb/sth (v)
 grateful to sb for sth (adj)
 grief at/over (n)
 grievance against/with (n)
 grieve at/over sth (v)
 grudge against sb (n)
 grumble to/at sb about/over sth (v)
 guaranteed against (adj)
 guaranteed for (adj) (breakage etc)
 guess at (v)
 guilty of (adj)

hesitate at (v) (the door etc)
 hinder sb/sth from sth/doing sth (v)
 hiss at sb/sth (v)
 honest about sth (adj)
 hope for sth (v)
 hopeless at (adj) (maths etc)
 hopeless with (adj) (a gun etc)
 huddle up to sb/sth (v)
 hunch up (v)

(have an) impact on sb/sth (n)
 impatient for sth (adj) (= eager for

sth to happen)
 impatient with sb (adj) (= intolerant of

impolite to (adj)
 impressed by/with (adj)
 impression of sth/doing sth (n)
 improvement in (n) (condition, situation health)
 incapable of sth/doing sth (adj)
 include sb/sth in sth (v)
 increase in (n) (size, number, level)
 increase sth by (v) (amount, percentage)
 indebted to sb for sth (adj)
 independent of/from (adj)
 indifferent to sth/sb (adj)

Group 10 - J

jam sth/sb in/between sth (v)
 jam-packed with sth (adj) (informal)
 jealous of (adj)
 jest with sb about sth (v)
 jinx on sb/sth (n)
 join in sb/sth (n)
 join sth onto sth (v) (= attach one thing to another)

Group 11 - K

keen on sb/sth (adj)
 key sth into sth (v)
 key to (n) (+ noun)

Group 12 - L

label (sth) as (v)
 lace (sth) up (v)
 lack of (n)
 laden with sth (adj)
 lag behind sb/sth (v)
 lap (sth) up (v)
 lather (sth) up (v)
 laugh about (v) (situation)
 laugh at sb/sth (v)
 laze around/about (v)
 lean on/towards/against/over (v)
 leave for (v)
 lecture on (v) (= give a lecture)

Group 13 - M

(in the) mood for sth (n)
 mad at/with sb (adj)
 make of sth (n)
 malevolent to/towards (adj)
 married to (adj)
 marvel at/about (v)
 mastery of sth (n)

indignant at/about/over sth (adj)
 indulge in sth (v)
 inferior to sb/sth (adj)
 injurious to sb/sth (adj)
 innocent of (adj)
 inoculate sb against sth (v)
 inseparable from (adj)
 insist on (v)
 inspired by (adj)
 insure sth/sb against (v)
 intent on sth/doing sth (adj)
 intention on sth/doing sth (adj)
 intention of (n)

join up (v) (= become a member of esp army/attach sth to sth else)
 join up with sb/sth (v) (= become partners with)
 joke with sb about sth (v)
 jostle against sb/for sth (v)
 judge sb/sth by/from sth (v)

kind to sb (adj)
 knock at/on (v)
 know of/about (v)

lecture sb for/about sth (v) (= scold/ warn sb)
 legislate for/against (v)
 lend (sth) to sb (v)
 liable for (adj)
 lie to sb about sth (v)
 limit (sb/sth) to (v)
 line (sth) with sth (v)
 listen for (v) (= listen carefully to hear the telephone, doorbell etc)
 listen to (v) (radio, music etc)
 live at (v) (an address)
 live on (v) (a big street)

mean to sb/with sth (adj)
 meddle in sth (v)
 mediate between (v)
 mention to (v)
 militate against sth (v)
 mingle with sth (v)
 misinform sb about (v)

interest in (n)
 interested in/about (adj)
 interfere with (v)
 invest sth in (v)
 investment in (n)
 invitation to (n)
 invite sb to sth (v)
 involve sb in (v)
 involved in/with sth (adj)
 irrelevant to sth (adj)
 irritated by/with sb, by/at sth (adj)
 isolate sb from sb/sth (v)

judgement about (n) (action, crime etc)
 judgement of (n) (court, judge etc)
 judgement on sb (n) (punishment for sb)
 juggle with sth (v)
 justification for (n) (+ noun or gerund)

knowledge of/about (n)

live in (v) (a small street)
 live for (v) (a particular time, person, thing)
 live with (v) (person, emotion, memory etc)
 long for sth/to do sth (v)
 look about/around (v)
 look at (v) (= view)
 loyal to (adj)
 lukewarm about sb/sth (adj) (= not eager)

mistake sb/sth for sb/sth (v)
 mistaken about sb/sth (adj) (= wrong in opinion)
 mistaken for (adj) (= believed to be sb/sth else)
 mistrust of (n)
 mock at sb/sth (v)

moon around/about/over (v) (+ noun)
motion to/towards sb (v)

Group 14 – N

nag at (v)
name sth/sb after/for sb (v)
 (= give a name to sth/sb)
name sb for/as sth (v)
 (= nominate sb for a position)
naturalise sb/sth in (v)
necessary for/to (adj)
necessity for/to (n)
need for (n)

mould sth into sth (v)
mourn for/over sb/sth (v)

negligent of (adj) (one's duties, responsibilities)
negotiate (sth) with sb (v)
nervous of (adj)
 (+ noun/gerund)
new to (adj) (an area, one's experience)
news of (n)
next to (adj)
nibble at sth (v)

muddle (sth/sb) up (v)
mutiny against sb/sth (v)

nice to (adj)
nickle about/over (v)
nod to/at sb (v)
nominate sb as (v) (president)
nominate sb for (v) (a position)
noted for (adj)
(take) notice of (n)
notify sb of sth/sth to sb (v)
notorious as (adj) (criminal etc)
notorious for (adj) (crime etc)

Group 15 – O

obedient to sb/sth (adj)
object to sb/sth/doing sth (v)
objection to/about sth (n)
obliged to sb for sth (adj)
oblivious of/to sth (adj)
obsession with/about sb/sth (n)
obtain sth for sb (v)
obvious to sb (adj)
occur to sb (v)
offense against (n) (= breaking of a rule or law)
offense to (n) (= insult)

ogle at sb (v)
omen of sth (n)
onslaught on sb (n)
ooze out of/with (v)
operate on (v) (person)
operate with (v) (tools, instruments)
opinion of/about (n)
opposed to sth (adj)
opposite to sb/sth (adj)
optimistic about (adj)
originate sth in/from sb (v)

oust sb from sth (v)
outlay on sth (n)
outlet for sth (n)
outlook for (n) (= forecast, prediction)
weather outlook for the weekend
outlook on (n) (= opinion of)
outlook on life
outlook onto/over (n) (fields, towns etc)
outsights of (n)
overburden sb with sth (v)
owing to (prep)

Group 16 – P

pale with (v)
part with (v)
pass by (v) (= go past)
Pass by sb's house
Christmas passed by quietly
pass on (v) (= to go on from one thing to another)
Let's pass on to the next question
patient with (adj)
pay by (v) (cheque)
pay for (v) (shopping)
pay in (v) (cash)
peck at sth (v)
peculiar to (adj)
peek at sth (v)
peevish about sth (adj)
pelt sb/sth with (v)
pernicious to sb/sth (adj)
persist in sth/doing sth (v)
pile (sth) up (v)
pity for sb/sth (n)

plague (sb/sth) with (v)
Plague me with a lot more questions
plan for (n)
plead with sb to do sth (v)
pleased with/about (adj)
pleasure in/of (n)
pledge sth to (v) (an organisation)
point at/to (v)
ponder on/over sth (v)
popular with (adj)
portent of sth (n)
pose for sb/sth (v)
possessive with/about (adj)
possibility of sth/doing sth (n)
postscript to sth (n)
(im)polite to (adj)
potential as (n) (+ noun)
potential for (n) (+ noun)
praise sb for sth (v)

pray to (v)
pray to sb for sth (v)
preach to sb about/against sth (v)
precaution against sth (n)
preconception about sb/sth (n)
predisposition to/towards sth (n)
prefer sth/sb to sth/sb (v)
prejudicial to/against/towards sth (adj)
prelude to sth (n)
prepare (sb/sth) for/to (v)
prepared by (adj) (+ gerund)
(be) prepared for (adj) (= ready for sth to happen)
prepared with/from (adj)
 (ingredients, components)
present at (adj) (event, ceremony, place)
present for (adj) (event)
Present for the parade

present in (adj) (place, court)
present sb with sth (v)
prevail against (v) (= to work against)
prevail in/among (v) (= to exist in/ among people, places etc)
prevail over (v) (= to be more powerful over)
prevail upon (v) (= persuade sb to do sth)
prevent sb/sth from doing sth (v)

Group 17 - Q

qualify (sb) as/for (v) (have/give required abilities, qualifications etc)
qualify (sb) for (v) (have/give right)

Group 18 - R

race against sb/sth (n)
radiate from (v) (= originate from)
radiate with (v) (happiness etc)
rage at/against sb/sth (v)
raid on sth (n)
rally round (v)
rant at sb about sth (v)
rave at/against (v) (= act opposite to sb/sth)
reach for sth (v)
react against (v) (= act opposite to sb/sth)
react to (v) (= take action as a result of sth)
readjust to (v) (a new situation)
ready for (adj)
reason for (n)
reason with sb (v)
rebel against sth/sb (v)
receipt for (n) (proof of having paid for sth)
receipt of (n) (sth being received)
receive from (v)
recipe for (n)
recipient of sth (n) (of awards)
recite sth to sb/from sth (v)
reckless of/about sth (adj)
recoil from sb/sth at sth (v)
recommend sb/sth to sb/for sth (v)
recovery of sb/sth from sth (n)
recruit sb to sth/as sth (n)
redolent of/with sth (adj)
reduction in (n) (size etc)

previous to sb (adj)
pride in sb/sth (n)
pride oneself on sth/doing sth (v)
proclivity to/towards (n)
Sudden violent rages
proficient at/in sth (adj)
prohibit sb from doing sth (v)
prone to sth (adj) (illness, infection)
proof against (n) (= which denies claim/secure against)

quality of (n)
quarrel with sb about/over sth (v)
quest for sth (n) (truth, happiness)
queue up (for) (v)

reduction of (n) (amount by which sth is reduced)
refer to (v)
reference to sb/sth (n)
refrain from sth/doing sth (v)
refuge from sb/sth (n)
regard to/for (n)
regardless of (prep)
reign over (v)
rejoice at/over/in sth (v)
relapse into (v) (unconsciousness/ crime)
related to (adj)
relationship between/with (n)
relative of (n)
release from (n)/(v)
relief from (n)
relish for/in (n)
rely on/upon (v)
remark on/upon/at (v)
remedy for (n)
remind of (v)
reminiscent of (adj)
remorse for sth/doing sth (n)
remote from (adj)
remove from (v)
reply to (v)
reply to/from (n)
report on/to (n)
repulsion for (n)
reputation as (n) (+ noun)
reputation for/of (n) (+ gerund)
request for sth (n)
research into/on sth (n)

proof of (n) (what has been claimed)
propensity for/to/towards sth (n)
protect sb/sth against/from (v)
protection against (n)
protest about/against/at (v)
proud of (adj)
provide (sth) for sb (v)
pull at/on sth (v)
punish sb for sth (v)
puzzled about/by (adj)

quick as (adj) (= comparison)
quick at (adj) (+ gerund or noun)
quiet sb/sth down (v)
quote (sth) from sb/sth (v)

resignation from (n)
resort to (v)
respected for (adj)
respite from sth (n)
respond to (v) (question, stimulus etc)
respond with (v) (= reply by doing sth)
Respond with a smile
responsibility of/for (n)
responsible for (adj)
result in (v)
result of/from/in (n)
resulting from (adj) (= arising from)
resulting in (adj) (= leading to)
reticent about sth (adj)
retire from (v) (one's job)
retire to (v) (a place)
reverence for sb/sth (n)
reverse of (n)
revert to sth (v)
revolt against (v)
revolve around (v)
rhyme with (v)
rich in (adj) (humour, vitamins)
rid of (adj)
rise in/of/out (n)
risk of (n)
rival for (n) (sb's affections etc)
rival in (n) (a competition etc)
roar at (v) (object)
roar with (v) (pain, laughter)
room for (n) (creativity, correction)
rude to/towards sb (adj)

Group 19 - S

sad about (adj)
 safe from sth/sb (adj)
 safeguard (sb/sth) against/from sth/sb (v)
 sated with sth (adj)
 satisfied with (adj)
 save sb/sth from (v)
 scared of (adj)
 schooled in sth (adj)
 scorn for sth/sb (n)
 scowl at sb/sth (v)
 search for (v)
 secret from sb (adj)
 secret from (n)
 sensible about (adj)
 sensitive to (adj) (sb's needs)
 sentence sb to sth (v)
 separate from (adj)
 separate sb/sth from (v)
 sequel to sth (n)
 serious about sth (adj)
 set of (n)
 sever sth from sth (v)
 share (sth) with sb (v)
 share in sth (v)
 shelter (sb/sth) from sth (v)
 shiver with sth (v)
 shocked at/by (adj)
 short of (adj)
 (have a) shot at sth (n) (have a)
 shout at sb (v) (from anger)
 shout for sb (v) (indirectly)
 shout to sb (v) (to attract attention)
 shriek (v) (obscenities, a warning)
 shriek with (v) (fear, etc)
 shy of sth/doing sth (adj)
 sick about/over (adj) (situation)
 sick with (adj) (emotion)
 Sick with fear
 side up/over to sb/somewhere (v)
 sigh with sth (v)
 similar to sb/sth - in sth (adj)
 skillful at/in (adj) (job)
 skillful/skilled with/in (adj) (tool, weapon, etc)
 skilled at/in (adj) (job)
 slow at (adj)
 smile at sb (v)
 smitten with/by sb/sth (adj)
 sneer about (v) (situation)

sneer at sb/sth (v)
 snipe at sb/sth (v)
 snoop about/around (v)
 snuggle up to sb/sth (v)
 solace sb with sth (v)
 solicitous for/about (adj)
 soluble in (adj)
 sorry about sth (adj)
 sorry for sb (adj)
 spatter sth on/over (v)
 Spatter paint on the wall
 spatter sth with (v)
 Spatter the wall with paint
 speak to sb about sb/sth (v)
 specialist in (n)
 spend (money) on (v)
 spend (time) on sth (v)
 spend (time) in/at (v) (place)
 split sth into (v) (pieces)
 split sth up (v) (= break sth up)
 sprig of sth (n) (usu plant)
 spy on sb/sth (v)
 squabble with sb about/over sth (v)
 squint at/through (v)
 squirt (sth) out of/into/around etc from sth (v)
 stack (sth) up (v)
 stamp about/around (v)
 stare at (v)
 stash (sth) away (v) (informal)
 steal (sth) from (v)
 stimulus to/for sth (n)
 stock of (n)
 story about/of (n)
 straighten (sth) up/out (v)
 strain of (n) (= quality)
 There is a strain of unkindness in him.
 strain on (n) (= exertion on sth)
 Buying that car will be a strain on our resources.
 streak of sth (n)
 stricken with/by sth (adj)
 strip (sth) off/down (v)
 strive for/after/towards (v)
 struggle for sb/sth (v) (= fight for)
 Struggle for breath.
 struggle with sb/sth (v) (= fight with)
 strum on sth (v)
 sub for sb (v)

subject to sth (ad) (alteration, approval)
 submit (sth) to sb (v)
 subsist on sth (v)
 substitute for (n)
 subversive of (adj)
 succeed in sth (v)
 succeed sb to sth (v) (the throne, a post)
 successful in/at (adj)
 successor to (n)
 succumb to sth (v) (an illness, an attack)
 suffer from/with (v)
 sufficient for (adj)
 sufficient for/to (adj)
 suitable for (adj)
 suited for/to (adj)
 supplicate for sth (v)
 support for (n)
 The fans showed their support for the team.
 support of (n)
 Money was collected in support of Greenpeace.
 support sb in (v) (a plan, decision etc)
 support sth with (v) (money)
 sure of (adj)
 surge in (n) (rise in)
 surge of (n) (people, the sea, etc)
 surprised at/by (adj)
 surrender (sb/sth) to sb (v)
 surrogate for sb/sth (n)
 suspect sb/sth of sth/doing sth (v)
 suspicious of/about (adj)
 swirl (sth) out/down (adj)
 swipe (out) at sth (v)
 swoop down on sb/sth (v)
 sympathetic to/towards/with sb (adj)
 sympathise with sb about/for sth (v)
 sympathy for/towards sb/sth (n)
 sympathy with (n) (sb's ideas = agreement with them)

Appendix 5

Group 20 - T

talent for (n)
talk to sb about sth (v)
tamper with sth (v)
taste in (n) (clothes, etc)
taste of (n) (food, etc)
taunt sb with sth (v)
team up with sb (v)
team sb/sth with sb/sth (v)
terrified at sth (adj)
thank sb for sth (v)
thankful for sth (adj)
think about/of sth (v)
thirsty for sth (adj) (rain, success)
thoughtless of sb (adj)
threaten sb with sth (v)

throw sth at sb (v)
throw sth to sb (v)
tinge sth with sth (v)
tingle with sth (v)
tinker at/with sth (v)
tired of (adj)
tolerant of (adj) (different opinions, particular conditions)
trade in sth for sth (v)
traitor to sb/sth (n)
transition from sth to sth (n)
translate sth from sth into sth (v)
treatment for (n) (shock, lung cancer)
tribute to sth/sb (n)

trip (sb) up/over (v)
trip over sth (v)
triumph over sth (v)
(make) trouble for sb (n)
(have/be in) trouble with/for (n)
He was in trouble with the police for stealing a car.
trust in (n)
tuck sth into sth (v)
tug at/on (v)
turn (sth/sb) around/over (v)
tussle with sb (v)
tutor sb in sth (v)
type of (n)
typical of sb/sth (adj)

Group 21 - U

unaware of sth (adj)
unconcerned with sth/sb (adj)
uneasy about sth (adj)
unequal in (adj) (size, etc)
unequal to (adj) (in comparison with sth else)
unfaithful to sb/sth (adj)
unfit for sth (adj)
uninterested in sb/sth (adj)

unjust to sb (adj)
unmindful of sb/sth (adj)
unqualified as/for sth (adj)
unreasonable about (adj)
He was unreasonable about paying his share.
unreasonable of sb (adj) (= to behave in a particular way)
unswerving in sth (adj)

upset about/with sth (adj)
upwind of sth (adj)
use of sth (n)
used for/as (adj) (employed)
used to (adj) (accustomed to)
useful to sb for/as sth (adj)
This wood will be useful to me as a table.

Group 22 - V

valid for (adj) (use)
valid in (adj) (a place)
valued at/for (adj) (a price/a purpose)
variation in/of sth (n)
vary in (v)
vault over sth (v)
vexed at/with sb/sth (adj)

view of/to (n)
visible from (adj) (somewhere)
visible to (adj) (sb)
visible with (adj) (an instrument etc)
The moon is visible to our planet with the naked eye.
visitation of/from sb/sth (n)
visitor to (n)

void of sth (adj)
votary of sb/sth (n)
vote for/against (n)
vote for/against (v)
vouch for sb/sth (v)
vulnerable to sth/sb (adj)

Group 23 - W

wage sth against/on sth/sb (v)
wall about/over sth (v)
wait for (v)
wallow around/about in sth (v)
warn sb of/about sth (v)
warrant for sth (n)
wary of sb/sth (adj)
weak at/in (adj) (at the knees, in the head)

weary of sth/doing sth (v)
whiff of (n)
whittle away at/down sth (v)
win at (v)
wince at (v) (the thought of...)
wink at sb (v)
wish for (n)
wish for (v)
worried about (adj)

worry about (v)
worthy at (adj)
worthy of (adj) (a reward, recognition etc)
wrestle with sb (v)
write to sb about sth (v)

Group 24 - Y

yearn for sb/sth (v)
yearning for (n)

yell (out) (v) (abuse, a name, in pain)

yell at sb about/for sth
yen for sth (n)

PREPOSITIONS WITH WORD PHRASES

Group 25 – At

at... km per hour
at a cost
at a disadvantage
at a discount
at a distance
at a glance
at a guess
at a loss
at a moment's notice
at a profit/loss
at all costs
at all events
at an advantage
at any rate
at breakfast/lunch
at church/school
at ease
at first hand
at first sight

at hand (= close)
at heart (= in one's real nature)
(have sb/sth) at heart (= be concerned about sb/sth)
at home
at last
at least
at length
at liberty
at night (note: in the night)
at noon
at odds with
at once
at one's request (= because sb wishes it)
at peace/war
at present
at random
at risk

at sea
at speed
at the age of
at the beginning (= when sth started)
at the end (= when sth finishes)
at the expense of
at the front of (= in the most forward position/place)
at the last possible time
at the latest (= time)
at the moment (= time)
at the point of (= at that particular time)
at the present time
at the same time
at the time (= at a particular time)
at times (= sometimes)
at work

Group 26 – By

by accident
by all accounts
by all means
by appointment
by auction
by birth
by bus/train/plane/car (but: in my own car, on the 8 o'clock train)
by chance
by cheque
by day/night
by degrees
by far
by force
by hand (= using the hands)

by heart (= from memory)
by land/sea/air
by law
by luck (= luckily)
by marriage
by means of
by mistake
by name (= using the name(s) of sb/sth)
by nature
by now
by one's side
by oneself
by order of
by post/airmail

by profession
by request (= as a response to sb's wish)
by sight (= recognise sb when you see them but have never met/talked to them)
by surprise
by the dozen
by the end (= before sth finishes)
by the side of
by the time (= before reaching a certain point)
by the way (= incidentally)
by virtue of

Group 27 – For/From

for a change
for a moment (= for a short time)
for a visit/holiday
for a walk
for a while
for ages (informal)
for breakfast/lunch/dinner
for certain
for ever
for fear of (= in case sth happens)

for good (= forever)
for granted
for hire
for life
for love (= out of love, without payment or other reward)
for nothing
for once (= on one occasion)
for sale (= to be sold)
for sb's sake

for short
for the moment (= for now, for the time being)
for the sake of
for the time being
from memory
from now on
from time to time

Group 28 - In

in a (good/bad) mood
 in a hurry
 in a mess
 in a way (= to some extent)
 in action
 in addition (to)
 in advance (of)
 in agony
 in agreement with
 in all
 in answer to
 in any case (= anyway)
 in arrears
 in bed
 in blossom
 in brief
 in case (+ clause)
 in case of (+ noun)
 in cash
 in charge (of)
 in code
 in comfort
 in common (with)
 in comparison with
 in compensation for
 in conclusion
 in confidence
 in control (of)
 in danger
 in debt
 in detail
 in difficulty
 in disguise
 in disorder
 in doubt
 in exchange for
 in existence
 in fact

in fashion
 in favour of (= supporting)
 in favour with (= liked by)
 in fear of (= afraid of)
 in flames
 in focus
 in front of (= further forward than)
 in future
 in gear
 in general
 in good/bad condition
 in hand (= being dealt with)
 in horror of
 in ink/pencil
 in length/width etc
In lengths of 10 m.
 in love (with)
 in moderation
 in mourning (for)
 in name only (= not really)
 in no time (= very quickly)
 in one's free time
 in other words
 in pain
 in particular
 in person
 in pieces
 in place of
 in possession of (= owning)
 in practice/theory
 in principle (= theoretically)
 in prison/jail
 in private/public
 in progress
 in return
 in safety
 in sb's interest
 in sb's opinion

in season
 in secret
 in self-defence
 in sight (of) (= within one's range of vision)
 in some respects (= in certain ways, concerning some aspects)
 in stock
 in summer/winter
 in tears
 in the air
 in the beginning (= originally)
 in the case of (= in the event)
 in the dark
 in the end (= finally)
 in the flesh
 in the habit of
 in the meantime
 in the mood for (= wanting to do sth)
 in the morning
 in the mountains
 in the name of (= on sb's behalf)
 in the news
 in the nude
 in the right/wrong
 in time (= early enough)
 in time of (= during a particular time)
 in touch
 in town
 in tune (with)
 in turn
 in two/half
 in uniform
 in use
 in vain
 in view of (= because of, taking into account)
 in vogue

Group 29 - On

on a ...day
 on a diet
 on a farm
 on a journey
 on a trip/cruise/excursion
 on a(n) afternoon/evening
 on account of (= because of)
 on an expedition
 on an island
 on approval
 on average
 on bail

on balance
 on behalf of
 on business
 on condition that
 on credit
 on demand
 on duty
 on fire
 on foot
 on good/bad terms with
 on holiday
 on impulse

on leave
 on loan
 on no account (= under no circumstances)
 on one's mind
 on one's own
 on order
 on paper
 on principle (= according to a particular belief)
 on purpose
 on sale (= reduced in price)

on second thoughts**on sight** (= as soon as sth is seen)**on strike****on the agenda****on the air****on the contrary****on the front/back** (of a book, jacket etc)**on the increase****on the job****on the one hand****on the other hand****on the outskirts****on the phone****on the point of** (= about to)**on the radio/TV****on the trail of****on the way****on the whole****on time** (= at the correct time)**Group 30****Out of****out of breath****out of control** (= uncontrolled)**out of danger****out of date****out of debt****out of doors****out of fashion****out of hand****out of luck****out of order****out of pity****out of place****out of practice****out of print****out of reach****out of respect for****out of season****out of sight** (= beyond one's range of vision)**out of stock****out of the ordinary****out of the question****out of town****out of use****out of work****Off****off colour****off duty****off school/work****off the record****off the road****Under****under age****under arrest****under control** (= controlled)**under discussion****under one's breath****under orders****under pressure****under repair****under the impression****under the weather****With/Without****with a view to** (= intending to)**with difficulty****with luck** (= hopefully)**with reference to****with regard to****with the compliments of****with the exception of****without delay****without fail****without success****without warning****Round****round the corner****To****to one's astonishment****to one's surprise****to sb's face****to this day**

Appendix 6

VERBAL CONSTRUCTIONS

Verb	Infinitive	-ing form	Noun	Clause
accuse		(sb) of stealing	of theft	
admit		lying	the lie	that he lied
advise	(you) to consider carefully	considering carefully	careful consideration	that you (should) consider carefully
aim	to travel	at travelling		
apologise		for being careless	for my carelessness	
appear	to know facts (<i>personal construction</i>)			that he knows the facts (<i>impersonal construction</i>)
ask	(me) to show him the way		(me) the way	if I could show him the way
avoid		causing accidents	accidents	
begin	to write the letter	writing the letter	the letter	
believe		in being tactful	in tact	that one could be tactful
boast		of/about succeeding	about/of his success	that he had succeeded
cease	to care	caring		
complain		(to sb) about failing	about his failure	that he had failed
concentrate		on solving the problem	on the solution	
consider	(him) to be trustworthy (believe)	explaining the situation	the explanation	that his explanation is acceptable (that) he has stolen
confess		to stealing		
continue	to work	working	the work	
dare	(him) to jump			
decide	to buy a red car	(on/against) buying a red car	on/against a red car	that he will buy a red car
demand	to be promoted		promotion	that he should be promoted
deny		breaking the vase	the accusation	that he broke the vase
describe	how to make the mask	(the process of) making the mask	the mask	
dislike		watching horror films	horror films	
dream		of travelling	of a journey	that he will travel
encourage	(me) to drink	drinking		
enjoy		visiting the museum	the visit	
excuse		his being rude	his rudeness	
exclaim			at the scenery	that the scenery was beautiful
expect	to get a gift		a gift	that he will get a gift
explain			the reason for his lateness	why he was late
fancy		having a drink	a drink	
feel	(sth) move (<i>completed action</i>)	(sth) moving	the movement	
find	it difficult to learn a language	learning a language difficult	languages difficult	that it was difficult to learn a language
forget	to buy (<i>fail to remember</i>)		the purchase	that I bought
hate	to travel by bus	buying (<i>unable to recall</i>)	buses	
hear	(him) shout	travelling by bus	a shout	
help	(to) repair	shouting by repairing (<i>method</i>) in repairing (<i>type of help</i>) with the repairing	that man	

Verb	Infinitive	-ing form	Noun	Clause
hope	to succeed		for success	that I will succeed
imagine		seeing the accident	the accident	that I had seen the accident
insist		on paying		that I should pay
intend	to play	playing		that I should play
be interested	to learn about his success (<i>one occasion</i>)	in studying history (<i>generally/always</i>)	in history	
be kept	to do my homework	for being unprepared		
know	how to get there	about getting there	the way	that I will/can get there
laugh		at/about having misunderstood	at/about the misunderstanding	
let	(him) go			
like	to sing	singing	songs	
be likely	to phone (<i>personal construction</i>)			that he'll phone (<i>impersonal construction</i>)
love	to read novels	reading novels	novels	
make	(him) agree		an agreement	
mean	to start (<i>intend - personal construction</i>)	starting (<i>involve - impersonal construction</i>)		that I'll have to start
need	to be painted	painting	some paint	
(there will) be an opportunity	(for me) to travel abroad			
have an opportunity		of going to Italy		
order	(him) to bring the meal		a meal	that I should eat healthily
pay	(him) to fix the tap (<i>paid before fixing</i>)	(him) for fixing the tap (<i>paid after fixing</i>)	for the tap	
prefer	to listen to the radio	listening to the radio to watching television	radio programmes to TV programmes	that I listen to the radio
pretend	to understand			that I understand
promise	to investigate		an investigation	that I will investigate
propose	to undertake (<i>intend</i>)	undertaking (<i>suggest</i>)	a trip	that you should undertake
recommend	(sb) to visit	visiting	a visit	that you should visit
regret	to inform	having to inform	the decision	that we must inform
remember	to ask	asking (<i>recall</i>)	the place	that I asked
remind	him to post		(me) of our holiday (<i>cause to remember</i>)	him that he (should) post
say	to study		something	that he couldn't leave
seem	to enjoy (<i>personal construction</i>)			that he enjoys (<i>impersonal construction</i>)
show	how to knit		the knitting	that she understood how to knit
speak		(to me) of/about becoming a lawyer	(to me) of/about law	
start	to read the book	reading the book	the book	
stop	to clean the car (<i>purpose</i>)	cleaning the car (<i>finish</i>)	the car	
succeed		in passing the examination	in the examination	
suggest		finding a job	a solution (<i>an idea</i>)	that you (should find a job)
suspect	(him) to be the robber	(him) of robbing the bank	(him) of robbery	that he is the robber
talk		(to me) of/about seeing the paintings	(to me) of/about the paintings	

Verb	Infinitive	-ing form	Noun	Clause
tell	(her) to explain the whole story		the whole story	(her) that (she) should explain the whole story
think		of/about changing	of/about the change	that he will/might change
try	to use (<i>attempt</i>)	using (<i>as an experiment</i>)	the new machine	
understand	how to behave	(your) behaving badly	(your) behaviour	why (you) behaved badly
want	to have a car	the car wants cleaning	a car	
watch	him write (<i>complete action</i>)	him writing (<i>incomplete action</i>)	the film	how/what he's writing
wonder	how to fix	about his behaving like that	at your behaviour (<i>surprised at</i>)	how I could fix